

# Minutes of Meeting (MOM) – Project Start

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## Project Start

Finalize team formation and project selection. Submit project ideas and receive approval from the supervisor. Group meetings to discuss ideas and roles.

## Template for MOM:

**Meeting Date:** 15/01/2025

**Time:** 8:00 PM

**Location:** Virtual meeting

**Attendees:** Khalid Albariqi - Mohammad alsuqair - Abdulaziz Alshatb –  
Abdullah Faleh Al shammari - Abdulrahman Albulaihed - Abdulaziz Almohanna

## Agenda:

1. Introduction to project team formation and roles
2. Discussion of project ideas and final selection
3. Approval of project by supervisor

## Minutes:

1. Team members introduced and roles assigned.
2. Project ideas were discussed and finalized.
3. Supervisor approved the selected project idea.

## Action Items:

1. Assign responsibilities for planning phase.
2. Start the development of the system vision document.
3. Set up the next meeting for the planning phase.