MEETING AGENDA

CS491 Team ID:	T2534		
CS491 Project Name:	DriveMe		
Date of Meeting:	26/11/2025	Time:	22:30

1. Meeting Objective

The progress of the project and the information obtained regarding legal permissions are presented. Points to be considered regarding the Project Specification Document are mentioned.

2. Attendance at Meeting

Student ID	Name	E-mail	Attended (Y/N)
22001734	Ufuk Baran Guler	baran.guler@ug.bilkent.edu.tr	Y
22102334	Eda Alparslan	eda.alparslan@ug.bilkent.edu.tr	Y
21601625	Ege Kaan Eren	kaan.eren@ug.bilkent.edu.tr	Y
22102720	Duru Solakoğlu	duru.solakoglu@ug.bilkent.edu.tr	Y
21901440	Berfin Çetinkaya	berfin.cetinkaya@ug.bilkent.edu.tr	Y
Instructor I	İlker Burak Kurt	linkedin.com/in/ilkerburakkurt	Y
Instructor II	Mert Bıçakçı	mert.bicakci@cs.bilkent.edu.tr	N
Supervisor	İbrahim Körpeoğlu	korpe@cs.bilkent.edu.tr	N

MEETING MINUTES

Write down the subjects discussed during the meeting and clearly indicate assigned tasks, actions planned, deadlines that is advised/planned to be executed below.

3. Topics, Issues discussed during the meeting and Decisions taken

1. The team reported on its meeting with insurance company, where several legal and insurance-related issues of the application were evaluated.

Discussed legal risks included:

- Liability in case of traffic accidents or property damage,
- Handling of possible disputes between drivers and customers,
- Responsibilities of the platform in edge-case scenarios.

The team presented potential solutions, such as:

- Clarifying responsibilities through detailed user agreement
- Mandatory driver verification processes,
- Incorporating insurance-backed coverage models where applicable.

The instructors emphasized the importance of documenting these legal boundaries clearly and aligning them with national regulations.

2. Discussion on Specification Document Requirements and Instructor Feedback

- The instructors provided detailed guidance on how the Project Specification Document should be structured and which elements must be emphasized for CS491 standards.
- Clarifications were made regarding some of functions that requirements are required and must be included in the first prototype, and which features should be marked as optional non-required for future extensions.

…

4. Next Meeting (if planned)			
Date:		Time:	
Objective:			

Please fill this form,convert it to pdf and rename it,then submit it to course advisors & supervisor via e-mail, no later than 24 hours after the meeting.
**Naming of the document: TeamID_MeetingMinutesReport_MeetingNo_Date_documentversion.pdf*
*(Example: **T2301_MeetingMinutesReport_01_15102023_v1.pdf**)*