**Mutah University – Graduation Project Team**

| **Meeting Title** | **Project Kickoff and Planning Meeting** |
| --- | --- |
| **Date** | 29/07/2025 |
| **Time** | 09:30pm – 10:45pm |
| **Location** | Discord Group |
| **Prepared By** | Faisal Albaba |

**Attendees:**

| **Name** | **Role** |
| --- | --- |
| Faisal Albaba | Team Member |
| Qotiph Albayaydah | Team Member |
| Shahem Abo-Alheja | Team Member |
| Bara’a Quneibie | Team Member |

**Agenda:**

* + Introduction and project overview
  + Discussion of meeting types and MoM process
  + Weekly plan and milestone scheduling
  + Team Framework Agreement basics
  + Document and file structure overview
  + Communication and collaboration tools

| **Topic** | **Discussion Summary** | **Decision Taken** |
| --- | --- | --- |
| **Discussion of meeting types and MoM process** | Explained the two weekly meetings and MoM creation process | Agreed to have two meetings per week with MoMs for each |
| **Weekly plan and milestone scheduling** | Reviewed the 5-week plan to complete chapters and milestones | Approved timeline and milestone tracking approach |
| **Team Framework Agreement basics** | Covered key points like communication, meetings | Agreed on simple TFA principles and to document in organizer file |
| **Document and file structure overview** | Discussed organizing project files and folders | Decided on the proposed folder structure |
| **Communication and collaboration tools** | Covered GitHub, Discord, and Teams for different purposes | Selected these tools for respective communication needs |

**Action Items:**

| **Task** | **Responsible** | **Deadline** |
| --- | --- | --- |
| **Draft agenda for next team meeting** | Faisal Albaba | 30/07/2025 before the meeting |

**Next Meeting:**

* **Date & Time**: 30/7/2025
* **Agenda for Next Meeting**:
* **Review and confirm agreements established in the kickoff meeting**
* **Finalize the selection of the project idea**