**Mutah University – Graduation Project Team**

| **Meeting Title** | **Project Ideas Discussion** |
| --- | --- |
| **Date** | 30/07/2025 |
| **Time** | [10:00am – 11:00am] |
| **Location** | Dr. Khaled Tarawneh’s Office – Faculty of Information Technology, Mutah University |
| **Prepared By** | Faisal Albaba |

**Attendees:**

| **Name** | **Role** |
| --- | --- |
| Faisal Albaba | Team Member |
| Qotiph Albayaydah | Team Member |
| Dr. Khaled Tarawneh | Team Instructor |

**Agenda:**

1. **Discussion of Project Ideas**
2. **Review of Team Framework Agreement (TFA)**

**Discussion Points & Decisions:**

| **Topic** | **Discussion Summary** | **Decision Taken** |
| --- | --- | --- |
| **Discuss Project Ideas** | **Explored potential project ideas for selection** | **No idea chosen; additional research and brainstorming required in the next meeting** |
| **Approval on Team Framework** | **Reviewed the initial Team Framework Agreement elements** | **Framework structure introduced but final approval deferred to next meeting for adjustments and confirmations** |

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**Action Items:**

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| | **Task** | **Responsible** | **Deadline** | | --- | --- | --- | | Research and propose project ideas | All Team Members | Before next meeting (03/08/2025) | |  |  |
|  |  |  |

**Next Meeting:**

* **Date & Time**: 03/08/2025
* **Agenda for Next Meeting**:
  1. Finalize Project Idea Selection
  2. Review and approve team framework agreement (TFA)