**Mutah University – Graduation Project Team**

| **Meeting Title** | **[Enter Meeting Title]** |
| --- | --- |
| **Date** | 10/09/2025 |
| **Time** | 10:00AM to 10:45AM |
| **Location** | Dr. Khaled Office |
| **Prepared By** | Faisal Albaba |

**Attendees:**

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

**Agenda:**

1. Discuss the Team Framework
2. Chapter 1 & 2 Documentation Updates
3. Task Assignments and Deadlines

**Discussion Points & Decisions:**

| **Topic** | **Discussion Summary** | **Decision Taken** |
| --- | --- | --- |
| Discuss the Team Framework | Reviewed how tasks are divided among team members and how to collaborate on documentation. | Chapter 1 assigned to Nart, Shahm, Bara’a; Chapter 2 to Faisal & Qotiph |
| Chapter 2 Renaming | Decided to rename Chapter 2 to “Theoretical Background and Literature Review” with four topics: AI intro, quiz creation using AI, multimedia content tools, and introduction of Quiz AI. | Updated Chapter 2 title and main topics agreed upon. |
| Deadlines | Set deadlines to finish drafts by Thursday 14/8 and present to instructor by Sunday 17/8. | All work on chapters 1 and 2 to be completed and approved by 14/8. |

**Action Items:**

| **Task** | **Responsible** | **Deadline** |
| --- | --- | --- |
| Complete Chapter 2 with new title and topics | Faisal, Qotiph | 14/08/2025 |
| Complete Chapter 1 | Nart, Shahm, Bara’a | 14/08/2025 |
| Review and approve both chapters | Whole Team | 14/08/2025 |
| Present chapters to instructor | Whole Team | 17/08/2025 |

**Next Meeting:**

* Date & Time: Tentative 17/08/2025, Time: To Be Announced
* Agenda for Next Meeting:

1. Approve all points mentioned in both chapters (team only)
2. Plan next project phases
3. Address any open issues