**Mutah University – Graduation Project Team**

| **Meeting Title** | **Chapter 2 Discussion & Task Assignment** |
| --- | --- |
| **Date** | 10/08/2025 |
| **Time** | 09:30PM – 10:00PM |
| **Location** | Our Discord Group |
| **Prepared By** | Faisal Albaba |

**Attendees:**

| **Name** | **Role** |
| --- | --- |
| Faisal Albaba | Team Member |
| Qotiph Albayaydah | Team Member |

**Agenda:**

1. Discussed topics related to Chapter 2
2. Task separation and assignment
3. Plan for next meeting to review progress
4. Miscellaneous notes

**Discussion Points & Decisions:**

| **Topic** | **Discussion Summary** | **Decision Taken** |
| --- | --- | --- |
| Chapter 2 Topics Review | Discussed key points and content areas for Chapter 2 | Tasks divided between Faisal and Qotiph |
| Task Assignment | First two points assigned to Qotiph; second two points assigned to Faisal | Each responsible for their parts; prepare for next meeting |
| Next Meeting Planning | Agreed to meet again in few days to review progress | Schedule follow-up meeting soon |

**Action Items:**

| **Task** | **Responsible** | **Deadline** |
| --- | --- | --- |
| Intro to AI | Qotiph Albayaydah | 14/08/2025 |
| Quizzes AI | Qotiph Albayaydah | 14/08/2025 |
| Multimedia Generated By AI | Faisal Albaba | 14/08/2025 |
| AI Tools To Generate Quizzes | Faisal Albaba | 14/08/2025 |

**Next Meeting:**

* **Date & Time**: Not Set Yet
* **Agenda for Next Meeting**:

1. Review completed tasks from Chapter 2
2. Discuss any challenges or questions
3. Plan next steps for the project