

## Weekly Status Meeting Minutes

### ◀Lecture summarizer>

Team Name	Bit-to-Bit				
Called by	Scheduling, Reviewing	Date	22-11-19		
Location	Online via Zoom	Start	14:10	End	14:20
Attendees	Juchang Lee, Gahyeon Lee, Abdulhamid Khalid AlFaqih				

#### 1. Meeting Agenda

Topics for Discussion	Time	Topic Details & Expected Result	Time Taken
1 Scheduling	10min	scheduling about document & implementing the project	5min
2 implementation review	5min	Review implementing of the project	5min

#### 2. Progress Status

Previous Action Items	Exit Criteria	Member in Charge	Deadline	Status
1 SAD document	standard	Juchang Lee	next meeting (22/11/24)	on going
2 implementation	SRS and SAD document	Juchang Lee, Gahyeon Lee, Abdulhamid Khalid AlFaqih	next meeting (11/24)	on going
3 SRS document	standard and MOSP feedback	Abdulhamid Khalid AlFaqih	this meeting	done

#### 3. Decisions

- SAD document
- revise it until next week's meeting

#### 4. Notes

#### 5. Next Action Items

Action Items	Exit Criteria	Member in Charge	Deadline
1 SAD document	standard	Juchang Lee	next meeting (22/11/24)
2 implementation	SRS and SAD document	Juchang Lee, Gahyeon Lee, Abdulhamid Khalid AlFaqih	next meeting (22/11/24)

#### 6. Next Meeting: next meeting 11/24(THU) 16:00