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| **MINUTES OF MEETING** | | | | | | | |
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| Meeting/Project Name | MDP25-22 First Project Discussion | | | | | | |
| Date of meeting | 02/17/2025 | | Time | | 16:20->16:50 | | |
| Minutes prepared by | MDP25-22 Members | | Location | | Microsoft Teams (online) | | |
|  | | | | | | | |
| 1. **Meeting objectives** | | | | | | | |
| Discuss the project and get answers for our questions(technical and non technical) related to the project | | | | | | | |
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| 1. **Attendance at Meeting, Absentees** | | | | | | | |
| **Name** | | **Profession** | | | | | |
| Professor Katia Raya Rami | | Professor | | | | | |
| Mona El Hajj Chehade | | CCE Student | | | | | |
| Marielouise Hanna | | CCE Student | | | | | |
| Chiara Edde | | CCE Student | | | | |  |
| Hussein Dakroub | | CCE Student | | | | |  |
|  | | | | | | | |
| 1. **Meeting Agenda** | | | | | | | |
| **Topic** | | | | **Time** | | **Speaker** | |
| Introduction of attendees | | | | 16:20 | | All members | |
| Overview of project guidelines | | | | 16:25 | | Professor Katia Raya Rami | |
| Explanation of the proposal report & presentation | | | | 16:35 | | Professor Katia Raya Rami | |
| Q&A session | | | | 16:45 | | All members | |
| Wrap-up | | | | 16:50 | | All members | |
|  | | | | | | | |
| 1. **Notes, Decisions, Issues** | | | | | | | |
| **Topic** | | | | | | **Speaker** | |
| **Project Guidelines Overview** | | | | | | **Professor Katia Raya Rami** | |
| **Proposal Report & Presentation Structure** | | | | | | **Professor Katia Raya Rami** | |
| **Technical & Non-Technical Considerations** | | | | | | **Professor Katia Raya Rami** | |
| **Wrap-up** | | | | | |  | |
| * Summary of the key discussions and takeaways. * Immediate next steps:   Research APIs and libraries for music analysis-Conduct literature review and identify relevant scientific articles-Draft an initial project timeline and create a Gantt chart.   * Future meetings will focus on refining the proposal report and technical implementation details. | | | | | | **All Members** | |