Teaching Work management
Walkthrowgh Review Form

Session coordinator: Noha emad sayed

Project/segment: Teaching Work management

coordinator's Checklist:

1. **Confirmation with Producer(s) that material is ready and stable:___YES is ready____**
2. **Issue invitations, assign responsibilities , distribute materials: [•] Y   [] N**
3. **Set date ,time,and location for meeting:**

   Date:7/2/2019   Time:2A.M /P.M (cirde one)
   Location: Faculty of Computing and Information, Banha University

Responsibilities	Participants	Can Attend	Received Materials
Coordinator	mahmoud mansour	[•] Y [] N	[•] Y [] N
Presenter	mahmoud reda	[•] Y [] N	[•] Y [] N
User	teacher	[•] Y [] N	[] Y [•] N
Secretary	Secretary	[•] Y [] N	[] Y [•] N
Maintenance	mahmoud hamdy	[•] Y [] N	[•] Y [] N

Agenda:

- **View project idea**
- **View the purpose of the project**
- **Clarifying the stages of project implementation**
- **Discuss and review project details**
- **Approval of the project**

Group Decision:

- **teacher** accept product as-is
- **Session coordinator** revise (no further walkthrough)
- **Coordinator** review and schedule another walkthrough

	teacher	Session coordinator	Coordinator
Signatures	teacher	Noha emad	mahmoud mansour