FYP Project Meeting # 1

Minutes of Meeting

Meeting Date: 23/10/2022

Meeting Location: SF-222

Meeting Time: 2:00 – 2:30

**1- List of Participants**

|  |  |
| --- | --- |
| **Name** | **Project Role** |
| Inam Ullah | Team Leader |
| Faisal Zaman Haider | Team Member |
| Poorab Gantgwani | Team member |
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**2- Meeting Agenda**

* To discuss Project idea
* To gain information and clarity into proposal document and related criteria for acceptance

**3- Agenda Points discussed in meeting**

**Some of the objects of discussion were the nature of the project and it’s relevance in the current day and situation as well as possible technologies to support the project.**

**The minimum length of the Proposal was specified as 25 pages of content and no less while syntax pertaining to section of the document like problem statement, vision, project plan etc. were discussed.**

**4- Action List**

* continue work and research to reach completion of document
* Research possible technologies suggested by supervisor

**5- Next Meeting for this project**

1-11-2020 at 3:30 pm same place

Supervisor/Co-Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_