

AMMAN ARAB UNIVERSITY

Faculty of Information Technology

TRACE

KICK-OFF MEETING AGENDA

DATE: NOVEMBER 26, 2025

Project Title: TRACE - Transfer Recognition and Automated Course Engine

Project Start Date:

November 1, 2025

Projected Finish Date:

June 15, 2026

Students

Sdra Osama Mohammed Awameh	202210368
Rasha Khalid Waleed Alsaleh	202210632

*Amman - Jordan
2025/2026*

Meeting Objective: Get the project off to an effective start by introducing key stakeholders, reviewing project goals, and discussing future plans

Expected Attendees:

- ✓ Dr. Mejhem Altarawneh
Head of IT Department / Project Sponsor
- ✓ Dr. Marwan Alseid
Project Supervisor
- ✓ Dr. Alaa Abuthawabeh
Project Co-Supervisor
- ✓ Rasha Khalid Alsaleh
Co-Project Manager & Developer
- ✓ Sdra Osama Awameh
Co-Project Manager & Developer
- Selected IT Faculty Members
Subject Matter Experts (Optional)

Meeting Agenda:

1. Welcome and Introductions 10 minutes

- Welcome by Dr. Mejhem (Head of Software Engineering Department)
- Brief introduction of all attendees and their roles in the project
- Overview of meeting objectives and agenda

Led by: Dr. Mejhem Altarawneh

2. Project Background and Context 15 minutes

- Current challenges in the manual course equivalency process
- Impact on faculty workload, student experience, and decision consistency
- Strategic importance of automation for the Faculty of IT
- Alignment with university digital transformation initiatives

Led by: Dr. Mejhem Altarawneh

3. Review of Project-Related Documents 20 minutes

- **Business Case:** Review of problem statement, objectives, financial analysis, and expected benefits
- **Project Charter:** Discussion of project scope, success criteria, approach, and timeline
- Q&A session for clarifications on project documentation

Led by: Rasha Alsaleh & Sdra Awameh (Co-Project Managers)

4. Project Organizational Structure 10 minutes

- Roles and responsibilities of each stakeholder
- Project governance structure and decision-making authority
- Communication channels and escalation procedures
- Weekly progress meeting schedule (every Wednesday at 12:00 PM)

Led by: Dr. Marwan Alseid

5. Scope, Time, and Cost Goals 15 minutes

- **Scope:** Core features, supported transfer scenarios, system boundaries, and out-of-scope items
- **Time:** 7-month timeline (Nov 2025 - June 2026), key milestones, and sprint schedule using Agile Scrum
- **Cost:** Budget breakdown (\$950-\$1,100 total), resource allocation, and cost management approach
- Success criteria and acceptance testing requirements

Led by: Rasha Alsaleh & Sdra Awameh

6. Discussion of Important Topics 10 minutes

- Requirements gathering approach: faculty interviews and historical data analysis
- Technology stack selection and rationale (PHP, MySQL, HTML/CSS/JS)
- Intelligent matching algorithm approach and expected accuracy targets
- Data security, privacy considerations, and compliance requirements
- Faculty involvement in testing and validation phases
- Potential risks and mitigation strategies

Led by: Open Discussion (All Attendees)

7. Questions and Concerns 5 minutes

- Open floor for stakeholder questions, concerns, or suggestions
- Clarifications on expectations and deliverables

Led by: All Attendees

8. Action Items and Next Steps 5 minutes

- Summary of agreed-upon action items with owners and deadlines
- Confirmation of immediate next steps for project initiation
- Document distribution and formal sign-off procedures

Led by: Rasha Alsaleh

Action Items from Meeting:

Action Item	Assigned To	Due Date
Finalize and distribute signed Project Charter to all stakeholders	Rasha Alsaleh	December 6, 2025
Schedule stakeholder interviews with professors and department staff	Sdra Awameh	December 10, 2025
Collect sample transfer case data and documentation from previous years	Dr. Mejhem Altarawneh	December 11, 2025
Prepare detailed requirements specification document	Rasha & Sdra	December 15, 2025
Set up project repository and development environment	Rasha & Sdra	December 8, 2025
Review and approve requirements specification	Dr. Marwan & Dr. Alaa	December 18, 2025

Date and Time of Next Meeting:

Regular Progress Meeting: Every Wednesday at 12:00 PM

Location: Meeting Hall, IT Department, AAU

Next Scheduled Meeting: Wednesday, December 3, 2025 at 12:00 PM