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| Meeting with solid fill | **Minutes of meeting** |

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| --- | --- | --- | --- | --- | --- |
| **Date** | 11/10/2024 | **Time** | 3:00 PM | **Facilitator** | Shehab Magdy |
| **Reviewer** | Shehab Magdy | **Leader** | Shehab Magdy | **Version** | 2.0 |

|  |  |
| --- | --- |
| attendees | |
| Name | ID |
| Shehab Magdy | 22011558 |
| Fares Ahmed | 22010182 |
| Mazen Arafat | 22010202 |
| Abdulrahman Elremaly | 22011460 |
| Samy Adel | 22010107 |
| Mohamed Yasser | 22010234 |
| Khaled Rabie | 22010332 |
| Youssef Sharawy |  |

|  |  |  |
| --- | --- | --- |
| **Time** | **Item** | **Owner** |
| 3:00 | Welcoming and got to know team members | Shehab Magdy |
| 3:15 | Discuss ideas for the project | Shehab Magdy |
| 4:00 | Discuss team members' roles based on the SPIG | Shehab Magdy |

Total hours this week:

Meetings: 1h

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| --- | --- |
|  | **NEXT meeting** |

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| --- | --- | --- | --- | --- | --- |
| **Date** | 18/10/2024 | **Time** | 3:00 PM | **Place** | ONLINE |