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| Meeting with solid fill | Minutes of meeting |

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| Date | 25/10/2024 | Time | 3:00 PM | Facilitator | Shehab Magdy |
| REVIEWER | Shehab Magdy | LEADER | Shehab Magdy | VERSION | 2.0 |

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| attendees | |
| Name | ID |
| Shehab Magdy | 22011558 |
| Fares Ahmed | 22010182 |
| Mazen Arafat | 22010202 |
| Abdulrahman Elremaly | 22011460 |
| Mohamed Mahmoud | 22010231 |
| Samy Adel | 22010107 |
| Mohamed Yasser | 22010234 |
| Ahmed Fekry | 22010317 |
| Khaled Rabie | 22010332 |

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| Time | Item | Owner |
| 3:00 | Defining the LLM API to be used | Fares Ahmed |
| 3:30 | Review Project details | Shehab Magdy |
| 4:00 | introducing the Project Management and Communication tool | Shehab Magdy |

**Total hours this week:**

**Meetings:** 1h

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| NEXT meeting |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | 25/10/2024 | Time | 3:15 PM | Place | ONLINE |