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| Meeting with solid fill | Minutes of meeting |

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| --- | --- | --- | --- | --- | --- |
| Date | 1/11/2024 | Time | 8:00-9:35 PM | Facilitator | Mazen Arafat |
| reviewer | Shehab Magdy | leader | Fares Ahmed | version | 2.0 |

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

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| --- | --- | --- |
| Time | Item | Owner |
| 8:00 | project idea update and discussion | Fares Ahmed |
| 8:15 | discuss features and implementation | Fares Ahmed |
| 8:30 | project structure | Fares Ahmed |
| 8:50 | set initial requirements | Fares Ahmed |
| 9:00 | discuss features priority | Fares Ahmed |
| 9:15 | roles discussion | Fares Ahmed  Shehab Magdy  Mohamed Yasser  Samy Adel |

**Total hours this week:**

**Meetings:** 1.5h

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| NEXT meeting |

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| --- | --- | --- | --- | --- | --- |
| Date | 8/11/2024 | Time | 3:00 PM | **PLACE** | Online |