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| Meeting with solid fill | Minutes of meeting |

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| --- | --- | --- | --- | --- | --- |
| Date | 3/12/2024 | Time | 7:00 PM | Facilitator | Mazen Arafat |
| reviewer | Shehab Magdy | leader | Shehab Magdy | version | 1.0 |

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

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| Time | Item | Owner |
| 7:10 | What will happen to some feature in the future | Shehab Magdy |
| 7:20 | Review roles of each team accord to the project | Shehab Magdy |
| 7:30 | Define what will happen to some nonfunctional requirements | Shehab Magdy |
| 7:40 | What will configure controller team will do | Shehab Magdy |
| 7:50 | Discuss the missing documents to be done | Shehab Magdy |

**Total hours this week:**

**Meetings:** 1h

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| NEXT meeting |

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| --- | --- | --- | --- | --- | --- |
| Date | 6/12/2024 | Time | 3:00 PM | **Place** | ONLINE |