**Group 5**

# Group 5

# Meeting minutes

**Location**: Google Meet  
**Date**: 21/02/2023  
**Attendees**: Abdullah – Nader – Deghiedy - Menna  
**Time**: **2:30 PM**

# Agenda items

1. We started the meeting by asking about our current progress
2. Nader made a walkthrough to the SRS document
3. We agreed on the importance of visualizing the app parts by making wireframes for better understanding of the app
4. We agreed on importance of making minutes of meeting
5. We assigned tasks to ourselves

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| --- | --- | --- | --- |
| Action Items | Owner(s) | Deadline |  |
| Searching for a wireframe tool | Nader | 21/02/2023 |  |
| Sending an email to customer to clarify the location point | Sohaip | 21/02/2023 |  |
| contribute in srs functional Requirements | Nader & Deghiedy | 21/02/2023 |  |
| Make CIL initial template | Abdullah | 21/02/2023 |  |
| Git Hub setup | Menna | 21/02/22023 |  |

**Group 5**

# Group 5

# Meeting minutes

**Location**: Google Meet  
**Date**: 22/02/2023  
**Attendees**: Abdullah – Nader – Deghiedy – Menna - Sohiap  
**Time**: **4:00 PM**

# Agenda items

1. We started the meeting by asking about our current progress
2. We agreed on the importance of the having the meetings with full members of the team and on specified times
3. Menna made a walkthrough to the PMP document
4. We assigned tasks to ourselves

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| Action Items | Owner(s) | Deadline |  |
| Updating CIL with new documents and folders paths | Abdullah | 22/02/2023 |  |
| Git Hub pull request review configuration | Sohaip | 22/02/2023 |  |
| Make RTM document | Nader & Deghiedy | 22/02/2023 |  |
| Upload the whole current files to Git Hub | Nader | 22/02/2023 |  |
| Continue working on SRS | Deghiedy | 22/02/22023 |  |

**Group 5**

# Group 5

# Meeting minutes

**Location**: Google Meet  
**Date**: 21/02/2023  
**Attendees**: Abdullah – Nader – Deghiedy - Menna  
**Time**: **2:30 PM**

# Agenda items

1. We started the meeting by asking about our current progress
2. Nader made a walkthrough to the SRS document
3. We agreed on the importance of visualizing the app parts by making wireframes for better understanding of the app
4. We agreed on importance of making minutes of meeting
5. We assigned tasks to ourselves

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| --- | --- | --- | --- |
| Action Items | Owner(s) | Deadline |  |
| Searching for a wireframe tool | Nader | 21/02/2023 |  |
| Sending an email to customer to clarify the location point | Sohaip | 21/02/2023 |  |
| contribute in srs functional Requirements | Nader & Deghiedy | 21/02/2023 |  |
| Make CIL initial template | Abdullah | 21/02/2023 |  |
| Git Hub setup | Menna | 21/02/22023 |  |

**Group 5**

# Group 5

# Meeting minutes

**Location**: Google Meet  
**Date**: 13/03/2023  
**Attendees**: Abdullah – Nader – Deghiedy – Menna - Sohiap  
**Time**: **8:00 PM**

# Agenda items

1. We started the meeting by reviewing what we’ve learned from the delivery day workshop
2. We planned the tasks of the sprint
3. We assigned tasks to ourselves

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| --- | --- | --- | --- |
| Action Items | Owner(s) | Deadline |  |
| ERD design | Menna | 16/03/2023 |  |
| Activity Diagram design | Abdulalh & sohaip | 16/03/2023 |  |
| Wireframe design | Nader | 16/03/2023 |  |
| Class Diagram design | Deghiedy | 16/03/2023 |  |

**Group 5**

# Group 5

# Meeting minutes

**Location**: Google Meet  
**Date**: 14/03/2023  
**Attendees**: Abdullah – Nader – Deghiedy – Menna - Sohiap  
**Time**: **9:00 PM**

# Agenda items

1. We started the meeting by asking about our current progress
2. Menna made a walkthrough to a draft ERD
3. We discussed about the components of the system and how it should be designed

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| Action Items | | Owner(s) | Deadline |  |
| No new action items (informative meeting) | | - | - |  |
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**Group 5**

# Group 5

# Meeting minutes

**Location**: Google Meet  
**Date**: 15/03/2023  
**Attendees**: Abdullah – Nader – Deghiedy – Menna - Sohiap  
**Time**: **4:00 PM**

# Agenda items

1. We started the meeting by asking about our current progress
2. Nader made a walkthrough to a draft Wireframe
3. Abdullah & Sohaip made a walkthrough to a draft Activity diagram

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| Action Items | Owner(s) | Deadline |  |
| No new action items (informative meeting) | - | - |  |

**Group 5**

# Group 5

# Meeting minutes

**Location**: Google Meet  
**Date**: 16/03/2023  
**Attendees**: Abdullah – Nader – Deghiedy – Menna - Sohiap  
**Time**: **6:00 PM**

# Agenda items

1. We started the meeting by asking about our current progress
2. Abdullah & Sohaip made a walkthrough to a draft Activity diagram
3. Nader made a walkthrough to the UI design
4. Deghiedy made a walkthrough to the class diagram design

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| Action Items | Owner(s) | Deadline |  |
| ERD design | Menna | 16/03/2023 |  |
| Activity Diagram design | Abdulalh & sohaip | 16/03/2023 |  |
| Wireframe design | Nader | 16/03/2023 |  |
| Class Diagram design | Deghiedy | 16/03/2023 |  |

**Group 5**

# Group 5

# Meeting minutes

**Location**: Google Meet  
**Date**: 17/03/2023  
**Attendees**: Abdullah – Nader – Deghiedy – Menna - Sohiap  
**Time**: **5:30 PM**

# Agenda items

1. We started the meeting by asking about our current progress
2. Abdullah & Sohaip made a walkthrough to the Activity diagram after review comments
3. Nader made a walkthrough to the UI design after review comments
4. Deghiedy made a walkthrough to the class diagram design after review comments
5. Menna made a walkthrough to the ERD after review comments
6. RTM should be updated upon this iteration changes

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| Action Items | | Owner(s) | Deadline |  |
| Update RTM | | Menna | 17/03/2023 |  |
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**Group 5**

# Group 5

# Meeting minutes

**Location**: ITI (offline meeting after workshop)  
**Date**: 18/03/2023  
**Attendees**: Abdullah – Nader– Menna   
**Time**: **5:30 PM**

# Agenda items

1. We started the meeting by asking about our current progress
2. We assigned tasks to our selves

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| Action Items | Owner(s) | | Deadline |  | |
| Activity Diagram update | | Abdullah | | | 22/03/2023 | |  |
| Update SRS (adding admin features) | | Deghiedy | | | 23/03/2023 | |  |
| Create sequence diagram | | Nader | | | 23/03/2023 | |  |
| Class Diagram update | | Menna | | | 22/03/2023 | |  |
| Update ERD | | Menna | | | 22/03/2023 | |  |
| Update function Diagram | | Menna & Abdullah | | | 22/03/2023 | |  |