**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 |  |