[Week 4] meeting minutes

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| --- | --- |
| Location: | [Google Meet ] |
| Date: | [10 March ] |
| Time: | [8:30pm – 10:00] |
| Attendees: | [Koshish Khadka, Kaustuv Jung Shah, Ravi Shrestha, Chandan Bam , Unik Rai ] |

# Agenda items

1. Project Research

1. Design Finalize
2. Login/Signup UI
3. WBS

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Project Research | Koshish Khadka | March 15 | Completed |
| Design Finalize,WBS | Kaustuv Jung Shah | March 15 | Completed |
| Login/Signup UI | Ravi Shrestha | March 15 | Completed |
| Research | Chandan Bam | March 25 | on progress |
| Login/Signup UI | Unik Rai | March 15 | Completed |

# Attendance

Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Project Manager)

Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Business Analyst)

Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Developer)

Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Developer)

Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Developer)

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| --- | --- | --- | --- | --- | --- |
| Date | Koshish | Kaustuv | Ravi | Chandan | Unik |
| 10 March | P | P | P | P | P |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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*P = Present, AR = Absent (apology received), A = Absent (no apology received)*

# Agenda for Next Meeting

1. ERD
2. Database connection
3. Dashboard Design
4. UI Development