**Minutes Of Meeting**

Every minutes of meetings are below: We did eight meeting throughout the project.

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| Meeting Name | Meet Up with team members and CMS discussion | | |
| Date of Meeting | 20-10-2019 | Time | 1 Hour 10 minutes |
| Location | Daffodil International Academy. |
| Meeting Objectives | Firstly, we meet up with team members for gather information about each other. Discussion about everybody’s technology interest. Then share everybody’s content management system knowledge and information. | | |
| Attendance | * 001085767 * 001087507 * 001086175 * 001086173 * 001085571 | | |
| Meeting Outcome | Finding out team members behavior and interest. Gain knowledge about CMS. | | |

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| Meeting Name | Scrum discussion and role selection | | |
| Date of Meeting | 23-10-2019 | Time | 1 Hour 20 Minutes |
| Location | Daffodil International Academy. |
| Meeting Objectives | Detailed discussion on scrum methodology, roles and responsibilities. Group discussion about individual expertise and capability. | | |
| Attendance | * 001085767 * 001087507 * 001086175 * 001086173 * 001085571 | | |
| Meeting Outcome | Roles are assigned to team members. | | |

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| Meeting Name | Understanding scenario | | |
| Date of Meeting | 27-10-2019 | Time | 1 Hour 30 Minutes |
| Location | Daffodil International Academy. |
| Meeting Objectives | Understanding the scenario by team discussion. Finding requirements and analysis the requirements. | | |
| Attendance | * 001085767 * 001087507 * 001086175 * 001086173 * 001085571 | | |
| Meeting Outcome | Successfully Identify core requirements and boost up to technology specification | | |

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| Meeting Name | Analyzing Initial design materials | | |
| Date of Meeting | 30-10-2019 | Time | 2 Hour |
| Location | Daffodil International Academy. |
| Meeting Objectives | We discuss about possible user stories, ERD, CMS installation and group material depository location. We talk about GitHub and bit bucket. | | |
| Attendance | * 001085767 * 001087507 * 001086175 * 001086173 * 001085571 | | |
| Meeting Outcome | Identify and understand user story, sketch of ERD, Successful CMS installation. Choosing GitHub as depository. | | |

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| Meeting Name | Development process Discussion | | |
| Date of Meeting | 2-11-2019 | Time | 1 Hour 20 minutes |
| Location | Daffodil International Academy. |
| Meeting Objectives | Team members are discussed about whole development process of the system. Giving valuable advice to developer. | | |
| Attendance | * 001085767 * 001087507 * 001086175 * 001086173 * 001085571 | | |
| Meeting Outcome | Successfully define development process of the system | | |

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| Meeting Name | Talk about testing | | |
| Date of Meeting | 5-11-2019 | Time | 1 Hour 30 minutes |
| Location | Daffodil International Academy. |
| Meeting Objectives | We gather problem of the system and discuss about possible test case. We also provide information to tester. | | |
| Attendance | * 001085767 * 001087507 * 001086175 * 001086173 * 001085571 | | |
| Meeting Outcome | Test case identifies. | | |

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| Meeting Name | Discussion about Panopto screencast and presentation | | |
| Date of Meeting | 8-11-2019 | Time | 1 Hour |
| Location | Daffodil International Academy. |
| Meeting Objectives | Talk about Panopto Screencast software functionality and how we can use it. We test some screencast. We also discuss how we can do group presentation with it. | | |
| Attendance | * 001085767 * 001087507 * 001086175 * 001086173 * 001085571 | | |
| Meeting Outcome | Understanding Panopto screencast and get familiar with it. | | |

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| Meeting Name | Discussion on final deliverables product and materials | | |
| Date of Meeting | 11-11-2019 | Time | 50 minutes |
| Location | Daffodil International Academy. |
| Meeting Objectives | As a team we give feedback to other members work and Collaboratory checking final deliverable product and other materials. | | |
| Attendance | * 001085767 * 001087507 * 001086175 * 001086173 * 001085571 | | |
| Meeting Outcome | Successfully review our full course work and upload it. | | |