**Meetings details :**

| Meeting Type | Team meeting (Offline) |
| --- | --- |
| Date | 14.10.2023 |
| Meeting time | 10:30 AM - 11:30 AM |
| Meeting place | IICT Building |

**Participants Details :**

| Sujoy Kumar Ray | Project Architect & Scribe |
| --- | --- |
| Rattin Sadman | Software Developer |
| Oishik Biswas | Project Manager &  Quality Assurance |

**Agenda :**

| **SL** | **Discussion topic** |
| --- | --- |
| 01 | Understanding the overall project |
| 02 | Work flows for the project |

**Notes :**

| **SL** | **Notes** |
| --- | --- |
| 01 | Discussed the steps and understanding process of the each steps |
| 02 | The team gathered to explore the overall workflow of the project. |
| 03 | By the end of the meeting, the team achieved a comprehensive understanding of the project's workflow. |