**Meetings details :**

| Meeting Type | Team meeting (Online) |
| --- | --- |
| Date | 19.10.2023 |
| Meeting time | 8:30 PM - 10:00 PM |
| Meeting place | Google meet |

**Participants Details :**

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

**Agenda :**

| **SL** | **Discussion topic** |
| --- | --- |
| 01 | Requirement analysis with the stakeholders |
|  |  |

**Notes :**

| **SL** | **Notes** |
| --- | --- |
| 01 | Detailed discussions were held to gather insights into their expectations and needs. |
| 02 | Feedback received during the meeting proved instrumental in further development. |
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