**Meetings details :**

| Meeting Type | Team meeting (Offline) |
| --- | --- |
| Date | 10.11.2023 |
| Meeting time | 03:30 PM - 5:00 PM |
| Meeting place | SUST Gate |

**Participants Details :**

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

**Agenda :**

| **SL** | **Discussion topic** |
| --- | --- |
| 01 | Analyzing Current Work Progress |
|  |  |

**Notes :**

| **SL** | **Notes** |
| --- | --- |
| 01 | Discussing our way to go forward in this project |
| 02 | Analyzing what can be added to make our project more user-friendly. |
|  |  |