**Meetings details :**

| Meeting Type | Team meeting (Offline) |
| --- | --- |
| Date | 25.11.2023 |
| Meeting time | 05:30 PM - 7:00 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 | Reviewing Workflow Diagram |
| 02 | Adding Missing Requirements |

**Notes :**

| **SL** | **Notes** |
| --- | --- |
| 01 | Team dedicated the session to review workflow diagram |
| 02 | Analyzes each step of our workflow to ensure alignment with project objectives and stakeholder requirements |
| 03 | We tried to ensure project satisfies the requirement of the stakeholders, to enhance the functionality of our project |