



{Level-0} Scrum#3 Meeting#1

Wed, 28 February, 2024

Platform: Discord

Attendees

- ☒ **Md. Sabbir Hasan Bhuiyan(20701040)**
- ☒ **Sourav Karmakar(20701067)**
- ☒ **Saima Bintha Amin(20701050)**
- ☒ **Md. Shahin(20701057)**
- ☒ **Shajidul Islam(20701062)**
- ☒ **Farhana Sultana Ananna(20701080)**
- ☒ **Tapos Das Minmoy (20701052)**

Agenda

Last Meeting Follow-up

1. Follow-up 1: [No follow-up]
First Meeting has been done today.

Notes

- Discussion about Level 01's UI group's instructions.
 - Task 1: Designing interface of leave application Form.
- Discussion about Level 01's DB group's instructions.
- Discussion and selection of progress tracking platform : trello
- Shajidul Islam was selected as minutes writer for this meetin

Action Items

1. Action 1

- Assigned **Figma Designing of leave application Form** to **Md. Shahin**
- Assigned **Minutes Writing task** to **Shajidul Islam**
- Assigned **Trello setup** task to **Md. Sabbir Hasan Bhuiyan**

Next Meeting Agenda Items

- **Agenda 1**

Review the assigned tasks.

Deadline

- 29 February, 2024.