{Level-0} Scrum#3 Meeting#4

Fri, 5th March, 2024

Platform: Discord

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Attendees

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

Agenda

Last Meeting Follow-up

During our Scrum Meeting #3 on February 28, 2024, the following action items were assigned:

1. **Design two pages on figma (Assigned to Md. Shahin):** Md. Shahin has successfully completed the Figma designing task. We appreciate his prompt completion.
2. **Minutes Writing Task (Assigned to Tapos): S**hajidul Islam successfully completed the minutes writing task and circulated the minutes for review.

Besides, discussion about Level 01's UI group's instructions and about Level 01's DB group's instructions and progress tracking platform : trello was done.

Notes

- **Discussion on initial design implementation**
- **Preprocessing level-2 GUI instructions and finding our own ways to implement them.**
- **Discussion about progress product and sprint backlog**
- **Instructions were given to our GUI team(more precisely Ananna(20701080),saima(20702050)) for making the implementation of the design**

Action Items

1. **Action**
   - Assigned **the implementation of two pages** to **Saima Bintha Amin (20701048) and Farhana Sultana Ananna (20701080)**
   - Assigned **Minutes Writing task** to **Md. Sabbir Hasan Bhuiyan(20701052)**

Next Meeting Agenda Items

- **Agenda 1**

  Review the assigned tasks.

Deadline

- 9th March, 2024.