**Meeting Minutes**

**Agenda: Requirement Gathering**

**Project Title: Schedule Management System**

**Members: Syed Ahsan Imtiaz, Bisma Ali**

**Discussion:**

The main aim of the meeting was to make clear the functional requirements of the system which is to be made and the following information is gathered.

**Requirements:**

1. Sign In / Sign up
2. Project Crud
3. Add members in project and manage their roles
4. Task Crud for Specific project
5. Task Assignments: Assign tasks to specific team members with due dates and descriptions.
6. Deadline Crud and Manage Deadlines According to task
7. Every member will track their time for a particular task.
8. Owner of the project can check progress of all members
9. Owner can generate report of the progress
10. Reminder of task sent to every member
11. Everyone can manage their profile
12. Chat with Owner
13. Public or private comment for specific task (private task means only admin can view)
14. Feedback
15. Task Attachments: Permit users to attach files or documents directly to tasks for easy reference.
16. Graphical Visualization
17. Project Notes: Provide a section for users to add project-specific notes and reminders.
18. Password Reset: Implement a password reset functionality for users who forget their login credentials.

**Signature:**

Owner

Bisma Ali

Developer

Syed Ahsan Imtiaz

**s**