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| Meeting Title | | | SDD Clarification and Aproval | | |
| Date | | | 31-Jan-24 | | |
| Venue | | | CNS Conference Room | | |
| Participants | | | Md. Ikram Iqbal | | |
| Syed Salman Bin Kader | | |
| Yasir Arafat | | |
| Nasir Uddin (SBC) | | |
| Purpose of Meeting | | | System Design Clarification | | |
| Meeting Coordinator | | | Syed Salman Bin Kader | | |
| Agenda:   1. Data Integration in Business Intelligence. 2. Web Portal and Email integration. 3. Approval of SDD | | | | | |
| Prepared By | | | Approved By | | |
| Syed Salman Bin Kader | | | Name: Ikram Iqbal | | |
| Signature | | | Signature | | |
| 31-Jan-24 | | | 31-Jan-24 | | |
| Minutes | | | | | |
| Sl.  No. | Details of Discussion | Action to  Be taken | | Responsibility | Date for  Completion |
| 1. | Detail discussion about integration with Data source to BI system and other modules are described. | Before Integration proceed with dummy data. | | System Analyst and documenter | As per WBS |
| 2 | Discussed about the Web portal and Email integration |
| 3 | Risk and opportunities issues. | Plan for mitigation and Contingency | | PM |
| 4 | SDD is reviewed and Approved by management | Proceed with the approved SDD | | PM |  |