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| Meeting Title | | SDD Clarification | | | |
| Date | | 31-Jan-24 | | | |
| Venue | | SBC Conference Room | | | |
| Participants | | Md. Ikram Iqbal | | | |
| Syed Salman Bin Kader | | | |
| Yasir Arafat | | | |
| Nasir Uddin | | | |
| 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. | | | | | |
| 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 | | Start to Code | System Analyst and documenter | As per WBS |
| 2 | About the integration Scope with the other modules. | |
| 3 | Discussed about the Web portal and Email integration | | Ikram Iqbal |
| 4 | Risk and opportunities issues. | |  |  |  |