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| **1)Meeting name** | Specification the role of members. | | |
| **Meeting date** | 12-02-2017 | **Time** | 2.30 – 4.30 |
| **Location** | Daffodil International Academy |
| **Meeting purpose** | | | |
| Determine the roles of members. | | | |
| **Attended members** | | | |
| * Md. Jamil Uddin * Md. Tanveer Hasan * Md. Maruf Hasan Shanto * Md. Rabiul Islam | | | |
| **Outcome OF meeting** | | | |
| Divided the roles of the members following the scrum method. | | | |

**Minutes of meeting:**

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| **2)Meeting name** | Requirement analysis. | | |
| **Meeting date** | 19-02-2017 | **Time** | 2.30 – 4.30 |
| **Location** | Daffodil International Academy |
| **Meeting purpose** | | | |
| Discussion of the requirement analysis of the EC claims system. | | | |
| **Attended members** | | | |
| * Md. Jamil Uddin * Md. Tanveer Hasan * Md. Maruf Hasan Shanto * Md. Rabiul Islam | | | |
| **Outcome OF meeting** | | | |
| The requirements are documented for the implementation. | | | |

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| **3)Meeting name** | Database design. | | |
| **Meeting date** | 26-02-2017 | **Time** | 2.30 – 4.30 |
| **Location** | Daffodil International Academy |
| **Meeting purpose** | | | |
| For EC claim system, how will the database. | | | |
| **Attended members** | | | |
| * Md. Jamil Uddin * Md. Tanveer Hasan * Md. Maruf Hasan Shanto * Md. Rabiul Islam | | | |
| **Outcome OF meeting** | | | |
| The design of ERD model is determined. | | | |

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| **4)Meeting name** | User interface design | | |
| **Meeting date** | 05-03-2017 | **Time** | 2.30 – 4.30 |
| **Location** | Daffodil International Academy |
| **Meeting purpose** | | | |
| Discussion about the user interface design like how it look or its effectiveness. | | | |
| **Attended members** | | | |
| * Md. Jamil Uddin * Md. Tanveer Hasan * Md. Maruf Hasan Shanto * Md. Rabiul Islam | | | |
| **Outcome OF meeting** | | | |
| Successfully determined the user interface design on the user perspective. | | | |

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| **5)Meeting name** | System development. | | |
| **Meeting date** | 12-03-2017 | **Time** | 2.30 – 4.30 |
| **Location** | Daffodil International Academy |
| **Meeting purpose** | | | |
| How implement the requirements and planning. | | | |
| **Attended members** | | | |
| * Md. Jamil Uddin * Md. Tanveer Hasan * Md. Maruf Hasan Shanto * Md. Rabiul Islam | | | |
| **Outcome OF meeting** | | | |
| * Successful determined about the development processes. * Successfully determined to develop a implementable web application. | | | |

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| **6)Meeting name** | Testing and system deployment | | |
| **Meeting date** | 19-03-2017 | **Time** | 2.30 – 4.30 |
| **Location** | Daffodil International Academy |
| **Meeting purpose** | | | |
| Discussion about testing and how system deploys. | | | |
| **Attended members** | | | |
| * Md. Jamil Uddin * Md. Tanveer Hasan * Md. Maruf Hasan Shanto * Md. Rabiul Islam | | | |
| **Outcome OF meeting** | | | |
| * Successfully overcome some testing stage. * No error found. * System is running perfectly. * EC claim system is now deployable. | | | |