

**Date/Location:** 18-Nov-2022

**Attendees:** Rifat Ara(RA), Jannatul Ferdaws Amrin(JFA), Shahrin Khan(SK), Ikramul Islam Emon(IIE), Md. Asoad Alvi YaNur Saom(AAYS), Md. Anayet Ullah(AU), Israt Jahan Munny(IJM)

**Start Time:** 11:00pm

**End Time:** 11:35pm

### **Decisions**

Analysis on our project content and design.

Brainstorming

Group name and Idea Selection

Resource collection

Roles and Responsibilities Distribution

Budget Estimation

Meeting Schedule

<b>Action</b>	<b>Allocated team members</b>	<b>Deadline</b>
<b>Analysis on project content</b>	IJM, IIE,RA AAYS	22-11-22
<b>Analysis on project design</b>	SK, JFA,AU	22-11-22