Date/Location: 23-Nov-2022, Google Meet

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

Start Time: 10:00pm

End Time: 10:40pm

Decisions

Collect necessary information, materials for project content and design

Designing the outline

Formatting the content

Writing the scripts

Learning the uses of tools as well as design some parts of infographics

Action	Allocated team members	Deadline
Collect information on faculty of Social Sciences and faculty of law.	JFA	26-11-22
Collect information on faculty of Arts and Humanities and faculty of Business study.	IIE	26-11-22

Collect information on faculty of Biological Sciences.	AAYS	26-11-22
Collect information on faculty of Social Sciences and faculty of Business study.	IJM	26-11-22
Logo Design	SK	26-11-22
Collect materials for design	AU	30-11-22
design some portions of infographics.	RA	