# Meeting Minutes:

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| Meeting No. | Meeting Date | Meeting Duration | Role’s Responsibilities | |
| 01 | 04-Feb-18 | 30 | Name | Responsibility |
| Arif | Primary Use Case, Class Diagram, Sequence Diagram |
| Tanveer | Conceptual model, ERD, Relational schema, Mapping, Primary Tables creation, Physical diagram |
| Tanjina | Selecting theme, Making (Login, Password Reset, Terms and Conditions page, Manage Tags, Posting new Idea, timeline page) pages ready for the developer. |
| Mainul | Setup Project environment, Login functionality, password reset, set terms and conditions, Logout functionality, Manage tags, Post new idea, Email notification, Timeline page functionality, pagination, Comment and Anonymous comment, Thumbs up and thumbs down, running integration and unit test. |
| Sakib | Testing all functionalities developed by programmer. |

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| Meeting No. | Meeting Date | Meeting Duration | Role’s Responsibilities | |
| 02 | 24-Feb-18 | 20 | Name | Responsibility |
| Tanjina | Designing view full post page, View all ideas page, view profile page |
| Mainul | Adding view full post functionalities, Video previewer, other attachment section, all ideas of same categories, view all ideas, view profile page, running integration and unit test. |
| Sakib | Testing all functionalities of programmer. |

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| Meeting No. | Meeting Date | Meeting Duration | Role’s Responsibilities | |
| 03 | 03-Mar-18 | 30 | Name | Responsibility |
| Arif | Additional data models |
| Tanveer | Additional tables |
| Tanjina | My Department activities page, Report Pages, View all ideas>My department Ideas, Staff ideas, Submit an issue page, All issues page, Notification an announcements page design, |
| Mainul | QA Coordinator Timeline, My department activity page, My department ideas, Staff ideas, Submit an issue, view all issues, download archive. Notification and announcement functionalities development, running integration and unit test. |
| Sazzad | Testing all functionalities developed by programmer. |

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| Meeting No. | Meeting Date | Meeting Duration | Role’s Responsibilities | |
| 04 | 24-Mar-18 | 20 | Name | Responsibility |
| Mainul | Developing functionality for last activity count, Manage Batch and manage department functionality, Integrating manage batch, manage department with manage tag, running integration and unit test. |
| Tanjina | Providing designs required by programmer(Mainul) |
| Sakib | Testing functionalities developed by programmer. |