

Meeting Details:

Meeting Number	001
Meeting Type	Team Meeting
Date	06/09/2024
Start Time	02:00 PM
End Time:	04:00 PM

Participants Details:

Sheikh Khalid Azad (2020331007)	Project Manager, Software Developer
Md.Muztahid Hassan (2020331021)	Software Developer, Quality Assurance
Abu Kawsar Md Golam Sarwar (2020331031)	Software Developer, Scribe
Md Minhajul Haque (2020331047)	Architect, Scribe
Sahidur Rahman (2020331049)	Software Developer, Quality Assurance

Agenda:

SL	Topic
1	Project Scope Discussion
2	Overview Understanding of the Project

Minutes/Notes:

SL	Minutes/Notes
1	The team gathered to discuss the project's scope and objectives.
2	Deliberated on various aspects, including the digitalization process.
3	Each team member shared insights and suggestions.
4	Paved the way for a comprehensive understanding of project requirements and goals.