

Meeting Details:

Meeting Number	003
Meeting Type	Team Meeting
Date	19/10/2024
Start Time	04:30 PM
End Time:	05:30 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	Requirement Analysis with Stakeholders

Minutes/Notes:

SL	Minutes/Notes
1	The team conducted a requirement analysis session with stakeholders.
2	Detailed discussions were held to gather insights into their expectations and needs.
3	The feedback received during this meeting played a crucial role in shaping the project's requirements. .
4	The input was instrumental in defining project functionalities effectively.