Meeting Details:

Meeting Number	006
Meeting Type	Team Meeting
Date	01/02/2025
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	Reviewing Workflow Diagram
2	Adding Missing Requirements

Minutes/Notes:

SL	Minutes/Notes
1	The team dedicated the session to reviewing the project's workflow diagram meticulously.
2	Analyzed each step of the workflow to ensure alignment with project objectives and stakeholder requirements.
3	Identified and integrated any missing requirements into the workflow.

4	Ensured a seamless and comprehensive digital platform for the Department of Computer Science and Engineering.
5	The meticulous review guaranteed project coherence and adherence to stakeholder needs, enhancing overall project functionality.