

**Meeting Details:**

Meeting Number	005
Meeting Type	Team Meeting
Date	20/01/2025
Start Time	03: 00 PM
End Time:	04:20 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	Interview of Stakeholder
2	Analyzing Requirements After Interviewing

**Minutes/Notes:**

SL	Minutes/Notes
1	The team engaged in an extensive interview session with lab and society stakeholders.
2	Focused on gathering detailed requirements specific to their roles within the digital platform.
3	Post-interview, the team thoroughly analyzed the information.
4	Ensured the project encompassed the diverse needs of these stakeholders effectively.
5	Facilitated a comprehensive understanding, allowing incorporation of tailored functionalities.
6	Aligned project features with lab and society stakeholders' expectations, enhancing overall project relevance and utility.