

Meeting Details:

Meeting Number	002
Meeting Type	Team Meeting
Date	29/07/2024
Start Time	11:00 AM
End Time:	12:00 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	Overall Workflow Understanding

Minutes/Notes:

SL	Minutes/Notes
1	The team gathered to explore the overall workflow of the digitalization project.
2	Each step of the process was discussed in detail, analyzing potential bottlenecks.
3	Identified areas for improvement within the project's workflow.
4	By the end of the meeting, the team achieved a comprehensive understanding of the project's workflow.
5	This understanding enabled the team to plan their tasks more efficiently