

Meeting Details:

Meeting Number	004
Meeting Type	Team Meeting
Date	17/12/2024
Start Time	10: 00 AM
End Time:	11:30 AM

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	Analyzing Current Work Progress
2	Distributing Stakeholder's Interview Among Team Members

Minutes/Notes:

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1	The team reviewed the current progress of their work, highlighting achievements and challenges faced during analysis.
2	Distributed stakeholder interviews among team members for in-depth analysis and integration into project requirements.
3	Adopted a collaborative approach to ensure a holistic understanding of stakeholder needs.
4	This streamlined the development process, fostering effective teamwork and project cohesion.