

Meeting 02 - Agenda

Date/Location: 08-December-2023 at 03:00 PM in Dhaka (in Zoom Meeting).

Information Updates/Reminders

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- The next phase, we need to build our SRS documentation.
- We have to set some guidelines for the documentation.
- We have to set the nature, the purpose of the software, and the overall description.
- We will discuss these facts on Zoom.

Decisions Needed

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- Decision about project objectives.
- Decision about the requirement gathering process.
- Decision about the functional requirements.
- Decision about the non-functional requirements.
- Decision about the next phases.

General Items

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- Need to find out all the project objectives.
- Need to gather all the requirements and processes.
- Need to find all functional requirements and list them,
- Need to find all non-functional requirements and list them,
- Need a plan to go after these steps.