

Date/Location: 08-12-2023, Savar, Dhaka.

Attendees: Shagor, Omar, Uosmoy, Babor, Nafiz.

Start Time: 03:00 PM

End Time: 03:45 PM

### **Decisions**

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- Making SRS Documentation.
- Dividing the work to everyone.

### **Actions**

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1. Introduction
2. Overall Description
3. External Interface Requirements
4. System Features
5. Other non-functional Requirements
6. Other Requirements

Action	Allocated team member(s)	deadline
Action-1	Shagor	10/12/2023
Action-2	Omar	10/12/2023
Action-3	Nafiz	10/12/2023
Action-4	Babor	10/12/2023
Action-5	Uosmoy	10/12/2023
Action-6	Shagor	10/12/2023