

Date/Location: 09-02-2024, Savar, Dhaka.

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

Start Time: 10:00 PM

End Time: 10:45 PM

### Decisions

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- Coding and unit testing of at least one feature.
- Dividing the work to everyone.

### Actions

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1. Varsity Admin – 1 feature
2. Hall Admin – 1 feature
3. Provost – 1 feature
4. Student – 1 feature
5. Staff – 1 feature

Action	Allocated team member(s)	deadline
Action-1	Shagor	15/02/2024
Action-2	Omar	15/02/2024

Action-3	Nafiz	15/02/2024
Action-4	Babor	15/02/2024
Action-5	Uosmoy	15/02/2024