**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.