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

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

Start Time: 03:00 PM

End Time: 03:45 PM

**Decisions**

=========

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

**Actions**

=======

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 |