Team Meeting

**Date:** Feb 01, 2021 **Time:** 12:00 pm **Location:** Conference Room

**Attendees:**

* 1. Syed Arif Hossain (Meeting Called By and Convener)
  2. Kazi Manzur Ahmed
  3. Niaz Mamud
  4. Tanvir

**Please Read**: N/A

**Please Bring**: Paper/Diary, Pen/Pencil/Both, Anything else you may need

# Topic 1: Objectives and Introduction

1. Our Collective objectives
   1. Target Software or Applications for House
   2. Target Software or Applications for Clients
2. Team Member Introduction (Name, Position, Experience)

# Topic 2: Technologies we are going to use (Common)

1. Process of Development
   1. Software engineering process Agile (XP/Spiral)
   2. Design Team and Marketing Team input
      1. What should be the marketing points that should be addressed
      2. How the design team comply with marketing to visualize that
      3. How the development team develops the visualized products
2. Knowledge we have in or worked with
3. Technologies for communication (Official/Formal)

# Topic 3: Technologies we are going to use (Developers)

1. Discussion on available technologies and we have experience in
2. VOTING POINT: What kind of Technology Should we use?
   1. Older, Reliable, Slower
   2. Newer, Promising, Fast
3. Decided Technology
   1. Tools that will be used
   2. Experience Level
4. Auxiliary Techs for Dev Team
   1. Communication
   2. Development

# Topic 4: Team SWOT

1. Individual Strengths and Weaknesses
2. Role of Syed Arif Hossain as well as Strengths and Weaknesses
3. Vision about our team by Syed Arif Hossain

# Topic 5: Official Decorum

1. Purpose of this office and our roles (Individual Ideas)
2. Ground Rules and Regulations (Individual Idea, practice and possible improvements)
3. Where we want to see ourselves
4. Obstacles
5. Solutions
6. Our Slogan/Moto and how we can be proud of US.
7. Finishing by Meeting Chairman (Kazi Manzur Ahmed)

**Notes and Action Items**