**Bangabandhu Sheikh Mujibur Rahman University, Kishoreganj**

**Meeting Minutes**

**Meeting Details**

|  |  |
| --- | --- |
| Meeting No: 1 | Date and Location: 10 Oct 2023 at Electrical Circuit Lab BSMRU |
| Present: 5 | |
| Absent: 1 | |
| Agenda: **Task distribution** | |

**Types of users**

* Admin (4 Admins for 4 departments)
* Teacher/ Staff

**Activities**

|  |  |  |
| --- | --- | --- |
| A1: Add/remove/update “About” | A2: Add/Remove/Update/Rank Notice | A3: Add / Remove / Update / Rank Events |
| A4: Update Contact No and Email at footer | A5: Add / Remove/ Activate/Inactivate/ Rank Teachers and Staff | A6: Update teacher/staff **self-profile** |
| A7: Add/Remove/Update Course of a particular year-semester | A8: Add/Remove/Update Syllabus | A9: Update Department Name |
| A10: View history |  |  |

**User Roles**

|  |  |
| --- | --- |
| **Name** | **Role** |
| Admin | All (Update anyone’s profile) |
| Teacher/ Staff | Except: A1, A4, A5, |

**Remaining tasks**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Description** | **Front-end** | **Back-end** | **Deadline** |
| Footer design | Add phone, email… | Sazid |  | 12 Oct |
| Functioning the nav |  | Saimon | x |  |
| View all notices |  | Hridy | Swapnil | 12 Oct, 15 Oct |
| View all events |  | Sazid | Swapnil | 13 Oct, 15 Oct |
| View individual event |  | Sazid | Swapnil | 13 Oct, 15 Oct |
| View all courses |  | Sazid | Swapnil | Done |
| View all syllabus |  | Hridy | Swapnil | 12 Oct, 15 Oct |
| A1 |  | Saimon + Deb | Saimon + Deb | 14 Oct, 17 Oct |
| A2 |  | Saimon + Deb | Saimon + Deb | 14 Oct, 17 Oct |
| A3 |  | Saimon + Deb | Saimon + Deb | 14 Oct, 17 Oct |
| A4 |  | Saimon + Deb | Saimon + Deb | 14 Oct, 17 Oct |
| A5 |  | Saimon + Deb | Saimon + Deb | 14 Oct, 17 Oct |
| A6 |  | Saimon + Deb | Saimon + Deb | 14 Oct, 17 Oct |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Saimon Islam

Convener