

# Meeting minutes

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**Date:** 07.11.2021

**Time:** 03:30 PM - 04:20 PM

**Location:** online, MS teams

**Participants:**

1. Abu Sadat Soyam
  2. Anwar Al-Dhify
  3. Hasib Iqbal
  4. Ziad Khaled
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## Tasks:

- ☒ Catching up with last week ToDos
  - ☐ Writing previous meeting minutes
  - ☒ Creating Whatsapp group for communication
  - ☒ Creating Gitlab repository.
- ☒ Finalize our idea
- ☒ Discuss the presentation

## Notes:

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- Weekly meeting will be held at the same time each week
- Whatsapp will be used for casual conversions, MS teams for online meetings, collaborative work, and sharing important notices and work.
- Anwar and Soyam will present the idea and other team members will join in answering the questions.
- Meeting next time at Wednesday at 6:00 pm at Room 130 at the library to build the presentation