

Date/Location: 09-09-2025, BUP CR: Lab-02

Attendees:

Mst. Labonno Rahman Oishy (ID: 2254901107)

Rabeya Islam Rima (ID: 2254901055)

Ameer Sohail Aurnab (ID: 2254901011)

Nasrat Jahan (ID: 2254901061)

Sunehra Tabassum (ID: 2254901047)

Start Time: [11.05 pm]

End Time: [11.30 pm]

Decisions

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The group will set and check coding standards.

Ensure proper documentation of the project.

Tasks have been divided as follows:

Documentation 1 → Mst. Labonno Rahman Oishy

Documentation 2 → Rabeya Islam Rima

Documentation 3 → Ameer Sohail Aurnab

Coding Standard 1 → Nasrat Jahan

Coding Standard 2 → Sunehra Tabassum

Actions

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Action	Allocated team member(s)	deadline
Create and organize Discord Channel(Coding standart and Documentation)	Ameer Sohail Aurnab	09-09-2025

Task progress tracking system created in Trello board	Nasrat Jahan	15-09-2025
Upload initial documentation format	Nasrat Jahan and Sunehra Tabassum	14-09-2025
Define Coding Standard v1 (Draft) coding rules prepared	Ameer Sohail Aurnab, Rabeya Islam Rima, Mst. Labonno Rahman Oishy	14-09-2025
Combine all documentation sections Final documentation submitted	Oishy, Rima, Aurnab	15-09-2025
Overview Final Work Package	Nasrat,Sunehra,Oishy, Rima, Aurnab	15-09-2025