**Meeting Agenda**

**Date/Location**: April 8, 2024 at 11:40 AM in Dhaka.

**Information Updates/Reminders**

1. The next 6-8 weeks, we are going to work on a project.
2. Everyone should be able to use git, GitHub wiki’s, Trello, Slack.

**Decisions Needed**

1. **Programming language decision:** Determine the programming language(s) to be used for development.
2. **Framework decision:** Decide on the frameworks to be utilized for implementation purposes.

**General Items**

1. **Trello board creation:** Assign a team member to create a Trello board for project management. Decide on the columns to be used and invite other team members.
2. **GitHub repository creation:** Designate one team member to create a GitHub repository for the project and invite other team members to collaborate.
3. **GitHub wiki setup:** Set up GitHub wiki pages to document project details and ensure easy access for all team members.
4. **Coding standards review:** Allocate one or two team members to review and establish coding standards for the project. Ensure they present at least two coding standards options.
5. **Documentation tools exploration:** Assign one or two team members to explore documentation tools for source code-level documentation. They should provide a summary of at least one or two tools, including usage, advantages, and disadvantages.