**Date/Location:** 07-Apr-2024, Virtual Meeting

**Attendees:**

* Atanu (AT)
* Rafi (RF)
* Rahat (RH)
* Sohan (SH)

**Start Time:** 10:00 AM

**End Time:** 11:35 AM

**Decisions:**

1. The team has decided to use an Agile methodology for project management, with regular sprints and continuous communication to track progress and address any issues.
2. Each team member will be assigned specific roles and responsibilities:

* Atanu (AT) will oversee front-end development using HTML, CSS, and JavaScript.
* Rafi (RF) will handle backend development using PHP and database management using SQL.
* Rahat (RH) will manage API integration for the payment gateway and video calling service.
* Sohan (SH) will be responsible for ensuring compliance with non-functional requirements and overall project coordination.

1. The team will create a Trello board for task management and a GitHub repository for version control.
2. Regular follow-up meetings will be scheduled to review progress and assign specific tasks for the next sprint.

**Actions:**

1. Create Trello board for task management - Target Date: 08-Apr-2024, Personal(s):Rafi (RF), Action outcome: Trello board created.
2. Create GitHub repository for version control - Target Date: 08-Apr-2024, Personal(s): Atanu (AT), Action outcome: GitHub repository created.
3. Research and identify suitable APIs for payment gateway and video calling service - Target Date: 11-Apr-2024, Personal(s): Rahat (RH), Action outcome: API recommendations provided.
4. Draft project timeline outlining key milestones and deadlines - Target Date: 13-Apr-2024, Personal(s): Sohan (SH), Action outcome: Project timeline drafted and shared with the team for review.
5. Attend training session on Agile methodology - Target Date: 08-Apr-2024, Personal(s): All team members, Action outcome: Team members trained on Agile methodology.
6. Schedule follow-up meeting to review progress and assign tasks for next sprint - Target Date: 16-Apr-2024, Personal(s): Sohan (SH), Action outcome: Follow-up meeting scheduled.