**Date:** 03/08/2024

**Time:** 4:00 PM

**Discussion Points:**

**1. Project Methodologies:**

- Discussed different methodologies.

- Decided to use Agile for the project.

**2. Agile Tool:**

- Considered Trello, Jira.

- Decided to use Trello for task management.

**3. Timesheet Management:**

- Discussed tools for tracking time.

- Decided to use Clockify for timesheets.

**Next Steps:**

- Set up Trello board and start assigning tasks.

- Integrate Clockify with Trello.

**Meeting End:** 4:30 PM