Date/Location: 03-August-2020, at Google Meet Video conference.

Attendees: Hasanul Banna(HB), Shakil Ahmed (SA), Md. Arshadul Alam Rakib (AA), Md. Moammer Arnob(MA)

Meeting Chair: Md. Arshadul Alam Rakib (AA)

Minute Recorder: Shakil Ahmed (SA)

Start Time: 09:00 p.m.

End Time: 10:12 p.m.

Decisions
=========
- ✓ Team decided to use **Python** Programming Language.
- ✓ Team decided to use **Django** primarily & Flask as secondary choice for framework.
- ✓ The next 1 weeks, team will work on finding a suitable coding standards and Documentation tools.
- ✓ We have distributed our work among team members.

Actions
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- ➢ Action-1: Finding Suitable Coding Standards. At least two Coding Standards needs to search.
- ➢ Action-2: Finding suitable Documentation tools for our coding. At least two Documentation tools needs to search.
- ➢ Action-3: Maintain Trello-Board (Creating new board according to the task).
- ➢ Action-4: Maintain Slack (Creating New Channel for smooth Conversations about the on-going project work).
- ➢ Action-5: Maintain Github and Github-wiki (Upload file in Proper Time).

Action	Allocated team member(s)	deadline
Action-1	SA, AA	08/08/2020
Action-2	HB, MA	10/08/2020
Action-3	MA	NA
Action-4	HB	NA
Action-5	AA, SA	NA