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**

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* 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).

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| **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 |