Date/Location: 15-August-2020, at Google meet.

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

Start Time: 11.00 a.m.

End Time: 12.00 p.m.

**Decisions**

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\* The next 1.5-2 weeks, team will work on making use case diagram, Draft UI making, Class diagram, Database schema, ER diagrams & use case details.

\* We will draw Use case diagram, draft UI design.

\* We will draw ER diagrams, Database Scheme and class diagram.

\* We will also include individual use cases for every feature.

\* We will use Visual Paradigm to draw Use case diagram.

[Link:https://online.visual-paradigm.com]

\* We will roughly draw our draft UI design (Pen & paper).

**Actions**

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\* Action-1: Draw Use case diagram.

\* Action-2: Draw Draft UI design.

\* Action-3: Draw ER diagram.

\* Action-4: Draw Database Scheme.

\* Action-5: Draw Class diagram.

\* Action-6: Include individual use cases for each feature.

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| **Action** | **Allocated team member(s)** | **deadline** |
| Action-1 | AA, HB, SA | 17/08/2020 |
| Action-2 | AA, HB, SA | 17/08/2020 |
| Action-3 | SA | 20/08/2020 |
| Action-4 | AA | 22/08/2020 |
| Action-5 | HB | 22/08/2020 |
| Action-6 | AA, HB, SA | 17/08/2020 |