**1st Meeting**

**Date/Location:** 22-February-2020 at 9:20 am at our North South University study Hall**.**

**Information Updates/reminders**

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# The next 4 days, we are going to work on coding standard.

# Everyone should be able to use git, GitHub wiki’s, Trello, Slack.

#<https://www.tutorialspoint.com/e_commerce/e_commerce_tutorial.pdf>

**Decision Needed**

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# Decision about our suitable coding standard.

# Decision about our work distribution.

**General Items**

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# Team will decide about our coding standards.

# Team will decide our future work-flow.

# allocate team members to analyze different coding standard.

# Create different Slack channels for different actions.

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| **Action** | **Allocated team member(s)** | **deadline** |
| SRS | AR | 22/02/2020 |
| USE CASE | WH, AR | 28/02/2020 |
| Meeting Minutes | SA, AR, AS,WH | 22/02/2020 |
| ….. | ….. | ….. |