**Meeting Agenda**

Date and Location: 20-February-2020 at 1:00 pm at NSU Library.

**Information Updates/Reminders:**

* The next 1 weeks, we are going to work on Documentation tools, Coding standard, Use case diagram.
* Everyone should be able to use git, github wiki’s, Trello, Slack.

**Decisions Needed**

* Decision about Documentation tools that the team will use for project.
* Decision about coding standard that the team will use to for writing codes.
* Decision about the tools that the team will use to draw Use Case diagrams.
* Decision about work distribution

**General Items**

* Team will decide coding standard and documentation tools.
* Team will decide use cases of the use case diagram.
* Allocate team members to draw use case diagram. The team member also needs to mention each use case in details separately.
* Creates Trello card for different actions.
* Create separate Slack channels for different actions.