**Meeting Minutes**

Date/Location: 20-February-2020 at NSU Library.

Attendees: Barna Biswas (BB), Sarah Sadia Mahbub (SM)

Start Time: 1:00 pm

End Time: 2:20 pm.

**Decisions**

* The next 1 weeks, we are going to work on Documentation tools, Coding standard, Use case diagram.
* We have distributed our work among team members.
* We will also include individual use cases for every feature.
* We will use Lucidchart to draw Use case diagram.

[Link: <https://www.lucidchart.com/documents#/templates?folder_id=home&browser=icon> ]

**Actions**

* Action-1: Find out the coding standard and documentation tools.
* Action-2: Draw use case diagram.
* Action-3: Write individual use cases for each features.

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| **Action** | **Allocated team member(s)** | **Deadline** |
| Action-1,2,3 | BB | 28/02/2020 |
| Action-1,3 | SM | 28/02/2020 |