# Meeting Agenda

## Project Title: Study Point

### Date: 30th October 2019

### Time: 10:00am

### Location: NSU Library

### Information Updates/Reminders:

* The next 6-8 weeks, we are going to work on a project.
* Everyone should be able to use git, github wiki’s, Trello, Slack.

### Decisions Needed:

* Programming language that we will use in the project.
* The tools/frameworks (for implementation purposes) that we will use in the project.

### General Items:

1. Need a Trello board created for this project and our team. Actions and other details will be posted there. Columns used need to be decided.
2. Need a workspace in Slack project to track the time the team uses. Someone needs to create and invite team members (using email addresses). We need to decide when to create channels (related to topics) in workplace and need to do all communications there.
3. Need a github account for this project. One team member will create GitHub group and invite the rest of the team members.
4. Need github wiki pages to document project details.
5. Allocate two team members to check coding standards. They should come up with at-least 2 coding standards.
6. Allocate one team members to check documentation tool. They should come up with 1/2 tools for documentation of source code.

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