

Meeting Minutes

Date/Location: 05-12-2020, Google Meet

Attendees:

- ❖ Fahimuzzaman (**FM**),
- ❖ Shad Shahriar Arnob(**AS**),
- ❖ Naimur Rahman(**NR**),
- ❖ Ibne Farhan Ishrak(**IF**).

Start Time: [10:00PM]

End Time: [12:23AM]

Decisions

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Project ideas:

1. To create website
2. To make this dynamic
3. To make it more functional in one platform

Languages:

- ★ HTML,
- ★ CSS,
- ★ PHP,

Frameworks: Bootstrap

Actions:

- * 1. Create a Trello board, Slack and Github account.
- 2. Allocations :
 - a. Code Standard.
 - b. Documentation Tool.

Action Allocated team member(s) deadline:

Action	Allocated team members(s)	Deadline
Action-01	FM, AS, IF, NR	27-11-2020
Action-02	a. FM, AS b. IF, NR	02- 12 - 2020