**MEETING AGENDA**

**Date & Location:** 14th march,2019 at 10:00am in CSE 201  
**Chair:** Shifat Ara Rafiq

**Recorder:** Tasnim Tabassum Shimi  
**Attendees:** All members present  
**Absent:** None

**Decisions:**

1)Programming Language : Java

2)Unit Tool :Espresso  
 3)Integration Tool: Jenkins  
**Actions:**

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| --- | --- | --- | --- |
|  | Action | Team Member | Deadline |
| 1. | Create Trello Board | Nabilah Hossain Sarkar | Done |
| 2. | Create Toggl Project & add members | Shifat Ara Rafiq | Done |
| 3. | Create Git Repository | Md.Habibur Rahman | Done |
| 4. | Create Git Wiki | Md.Habibur Rahman | Done |
| 5. | Create Slack Channel | Tasnim Tabassum Shimi | Done |
| 6. | Decide Team Roles | (a)Project Owner :  Md.Habibur Rahman (b)Scrum Master: Nabilah Hossain Sarkar (c)Members: Shifat Ara Rafiq Tasnim Tabassum Shimi | Done |
| 7. | Check Coding Standard | Shifat Ara Rafiq Tasnim Tabassum Shimi | 30th march,2019 |
| 8. | Study About Git Merge Conflict | All members | 30th march,2019 |