

Date/Location: 14-September-2024 at 8.00 PM Online (via Zoom/Google Meet)

Reminders:

1. The team has enrolled in GitHub and communication is being maintained through Discord.
2. The project topic “National Disaster Response System” has been discussed, and basic user stories have been created.
3. Initial project framework has been laid out, and interviews with respective personnel are ongoing.

Decisions Needed:

1. Finalize the Coding Standard:
 - Discuss the coding standards to be used throughout the project.
 - Allocate one/two team members to research and present coding standards.
2. Required Tools for Documentation:
 - Choose a documentation tool (e.g., Sphinx, JSDoc, or Doxygen).
 - Allocate team members to review and decide on tools based on their pros and cons.

General Items:

1. Tool Selection:
 - Research and compare available documentation tools for source code-level documentation.
 - Present findings with a brief summary of the advantages and disadvantages of each tool.
 - Vote on which tool the team will use.
2. Coding Standards Review:
 - Review and discuss two potential coding standards for the project.
 - Make a decision on which standard the team will adopt.
3. Project Board and Repository:
 - Confirm that a Trello board has been created, and all team members have been invited.
 - Ensure that the GitHub repository is set up with all team members added.
4. Assign Roles:
 - Assign team members responsible for ensuring the implementation of coding standards.

- Assign team members responsible for maintaining documentation using the selected tools.