Date/Location: 5-September-2024 at 11:40 in CSE 203(Software Engineering Lab)

Reminders:
1. We are using English as our medium of communication and following the standard practice of conversation on discord.
2. Already brainstormed on the selected project topics named "National Disaster Response System.
3. We have figured about the user story part and getting the interview from the respective personnel.
4. Everyone has enrolled in the github

Decisions Needed:

* Decision about the **coding standard** that the team will use
in the project.

* Decision about the **documentation tool which** will be used in the project.

General Items:

* Need a Trello board created for this project and team. Actions
and other details will be posted there. Columns used need to be
decided. Someone needs to create and invite other team members.

* Need a workspace in Discord 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.

* Need a github account for this project. One team member will
create a repo in github and invite the rest of the team members.

* Need github wiki pages to document project details.

* Allocate one/two team members to check coding standards. They
should come up with at-least 2 coding standards.

* Allocate one/two team members to check documentation tool(s).
They should come up with at-least 1/2 tools (with brief summary
of the usage, advantages and disadvantages) for source code
level documentation.