

Meeting Minutes 01

Date/Location: 05-09-2024, CSE Lab 203

Attendees: Syeda Faria Sithi(SF), Nasrin Akter Shimu(NA), Sovon Mallick(SM), Sunirmol Mollik Nil(SMN), Musfikus Salihin Sifat(MS), Sadman Sakib Sarkar(SS)

Start Time: 11:40 am

End Time: 12:00 pm

Meeting Chair: NA

Minute Taker: SS

Decisions

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1. We need to create two trello card one is for documentation tool and another one is for coding standard.
2. We need to create a gitHub repository for our project.
3. Need to create discord channels for meeting, coding standard and documentation.
4. Team members for coding standard and documentation tool research.
- 5.

Actions

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1. Create Trello board
2. Create GitHub repository

Actions	Allocated Team Members	Deadline
Coding Standards Choosing	NA, SF, SS	12-09-2024
Documentation Tool Research	SM, SMN, MS	12-09-2024