**Meeting Agenda**

Date/Location: 30-October-2019 at 5:00 PM in Boy’s Lounge

**Information Updates/Reminders**

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* The next 6-8 weeks, we are going to work on a project.
* Everyone should be able to use git, github wiki’s, Trello, Slack.

**Decisions Needed**

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* Decision about the programming language that the team will use in the project.
* Decision about the tools/frameworks (for implementation purposes) that the team will use in the project.

**General Items**

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* Need github wiki pages to document project details.
* Allocate 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**. They should come up with 1/2 tools (with details of how to use the tool) for documentation of source code.