Date/Location: 29-October-2019, NSU Boy’s Lounge

Attendees: Nusher Jamil Kazi(NJ), Shahriar Shakhawat(SS), Jumar Alam(JA), Tanjeeb Alam(TA)

Start Time: [5:00 P.M]

End Time: [5:40 P.M]

**Decisions**

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\* The team will use python as the programming language.

\* The team will use Django as the programming framework.

**Actions**

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\* **Action-1:** 1 member will add github wiki page.

\* **Action-2:** 2 members will check coding standards.

\* **Action-3:** 1 member will create a draft step-by-step working flowchart.

\* **Action-4:** 1 member will create a draft project overview.

\* **Action-5:** Each member individually will check documentation tools and then will decide which one to choose.

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| **Action** | **Allocated team member(s)** | **deadline** |
| Action-1 | JA | 31/11/2019 |
| Action-2 | JA, NJ | 02/11/2019 |
| Action-3 | SS | 02/11/2019 |
| Action-4 | TA | 02/11/2019 |
| Action-5 | NJ, SS, JA, TA | 02/11/2019 |