

Date:05.07.2019

Location: North South University Study Hall .

Attendees: Md.Muttashim Mishel Mawn (**Mm**), Aqib Mostakim (**AM**), Faisal Bin Anowar (**FA**) .

Starting Time : 11.00 AM

End Time : 12.30 PM

Decisions:

1. Create all essential tools that we have to use in our whole project, like trello, slack, github etc.
2. One create repository on github and invite others for join for contribute their work.
3. One create board on trello and invite others for join for project task management.
4. One create slack workstation and invite others for communicate each other about project individual task.
5. Now time to go for SRS (Software requirement specification) and complete that.
6. We have to complete user story also.

Actions:

1. Join in every single tool.
2. Making SRS
3. Find out user Story

Action No	Allocated team members	Deadline
01	MM, AM, FA	30.06.19
02	MM, AM, FA	06.07.19
03	MM, AM, FA	06.07.19