Date/Location: 30-10-2019

LOCATION: Bashundhara R/A, Dhaka

Attendees: Shabbir Ahmed(SA),Rakib Hasan (RH),Mostafijur Rahman(MR)

Start Time: [6.00 pm]

End Time: [6:45 pm]

**Decisions**

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\* Our team will do a project about an online website which intends to ensure several emergency services as fast as possible to the users.

\* github link to our project: <https://github.com/MostafizurRahmanBipul/Helpline-plus>

\* We decided to build our project using Php language , we will use xampp as our working environment.

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**Actions**

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| **Action** | **Allocated team member(s)** | **deadline** |
| Coding standard | RH/SA | 03/10/2019 |
| Opening git | MR | 30/10/2019 |
| Upload meeting minutes | MR | 30/10/2019 |
| Documentation tools. | SA | 31/10/2019 |
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