

Date/Location: 31-07-2020 , ZOOM

Attendees: Md.Naeem Sana[NS], Binoy Saha[BS], TM Sanjida[TM], Zerin Anan Sharmin [ZS]

Start Time: 4.41 PM

End Time: 5.03 PM

Decisions

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* project function.

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* ...

Actions

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* [This is the main list that we need]

* for example,.....

* 1. Create Trello board.

* 2. Create GitHub report.

* 3. Reviews everything

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* ...

Action	Allocated team member(s)	deadline
Action-1	NS	3-8-2020
Action-2	NS,BS	3-8-2020
Action-3	TM,ZS	3-8-2020
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