

**Date/Location:** 17/03/2021 via Google Meet video conference.

**Attendees:** Afsana Binte Rakib (ABR), Kaniy Tamema Jahan Tama (TT), Musammet Rafia Karim (MRK), S. M. Shahriar Ferdous Shovon (SFS).

**Start Time:** 04:00 PM

**End Time:** 05:00 PM

### **Decisions**

=====

- \* Team decided to use the Python standard format as the coding standard for the project.
- \* Team decided to use Sphinx as the documentation tool.

### **Actions**

=====

- \* Action-1: Update coding standard in Slack and Github wiki.
- \* Action-2: Update documentation tool in Slack and Github wiki.

| <b>Action</b> | <b>Allocated team member(s)</b> | <b>deadline</b> |
|---------------|---------------------------------|-----------------|
| Action-1      | TT, SFS                         | 20/03/2021      |
| Action-2      | ABR, MRK                        | 20/03/2021      |