**Date/Location:** 11-March-2021, on Google Meet Video conference.

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

**Start Time:** 07:00 P.M.

**End Time:** 07:45 P.M.

**Decisions**
=========
- Team decided to use the Python Programming Language.
- Team decided to use Django primarily or Firebase for the framework.
- The next 1 weeks, the team will work on finding suitable coding standards and Documentation tools.
- We have distributed our work among team members.

**Actions**
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- Action-1: Finding Suitable Coding Standard. At least two Coding Standards need to be searched.
- Action-2: Finding suitable Documentation tools for our code. At least two Documentation tools need to be searched.
- Action-3: Maintain Trello-Board (Creating new board according to the task).
- Action-4: Maintain Slack (Creating New Channel for smooth Conversations about the on-going project work).
- Action-5: Maintain GitHub and GitHub-Wiki (Upload file in Proper Time).

| Action | Allocated Team Member | Deadline |
|--------|----------------------|----------|
| Action-1 | TT, SFS | 15-03-2021 |
| Action-2 | MRK, ABR | 15-03-2021 |
| Action-3 | MRK | 15-03-2021 |
| Action-4 | ABR | 15-03-2021 |
| Action-5 | SFS, TT | 15-03-2021 |