

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

Attendees: Afsana Binte Rakib (ABR), Kanij 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

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- * 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

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

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