Date/Location: 23-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: 08:00 P.M.

End Time: 09:30 P.M.

Decisions
=========

- Team decided to use Lucidchart for Use Case Diagram.

- Team decided to use Draw.io for Database Schema.

- The next 6 days, the team will work on Use Case Diagram, Database Schema, individual features User Interfaces and individual Use Cases in detail (i.e., extended use case).

Actions
=======

- Action-1: Draw Use Case Diagram.

- Action-2: Draw Database Schema.

- Action-3: Design individual User Interfaces.

- Action-4: Individual features Use Case details (i.e., extended use case).

Action	Allocated Team Member	Deadline
Action-1	SFS, TT	29-03-2021
Action-2	ABR, MRK	29-03-2021
Action-3	ABR, MRK, SFS, TT	29-03-2021
Action-4	ABR, MRK, SFS, TT	29-03-2021