

Meeting Agenda

Date/Location: 17-March-2021 at 04:00 PM via Google Meet video conference.

Information Updates/Reminders

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- * The next 4-5 days, we are going to work on coding standard and documentation tool.
- * Every team member should be able to make proper use of git, github wiki, Trello, Slack.

Decisions Needed

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- * Decision about the coding standard that we are going to follow.
- * Decision about the documentation tool that we are going to use.
- * Decision about work distribution.

General Items

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- * Allocate team members to create and upload the final document of the coding standard on github wiki.
- * Allocate team members to create and upload the final document of the documentation tool on github wiki.
- * Create Trello card for different actions.
- * Create Slack channels for different actions.