Date/Location: 30-October-2019, Niazi’s home

Attendees: (SA),(NM),(MA)

Start Time: 11.30 a.m.

End Time: 1.00 p.m.

Decisions

=========

* Every body has to create an account in github, trello, slack.
* One member will create repository in github.
* One member will create trello board and slack workspace and add others.
* Team will decide which language will be preferable for the project.

Actions

=======

\* Action-1: In one or days, every body must have an account in github, trello and slack.

\* Action-2: For this one week, one must create repository and add others.

\* Action-3: For this one week, one must create trello board with details and add others.

\* Action-4: For this one week, one must create different channels with details and add others.

\* Action-5: For this two weeks, two members will search and check coding standard and work with it.

\* Action-6: For this two weeks, two members will check documentation tools and discuss with others about the source code of the documentation tools.

|  |  |  |
| --- | --- | --- |
| Action | Allocated team member(s) | deadline |
| Action-1,5 | SA,NM | 01/11/2019 |
| Action-2 | MA,NM | 01/11/2019 |
| Action-3,4 | MA | 07/11/2019 |
| Action-5,6 | SA,NM | 01/11/2019 |