**Meeting Agenda**

Date/Location: 30-October-2019 at 11:30 at Niazi’s House

Attendees: Saad Ahmed Salim (Sa), Niazi Mahrab (NM), Mahabub Alam (MA)

Start Time : 11.30 Am

Finish Time: 12.40 Pm

**Information Updates/Reminders**

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* The next 4-5 weeks, we are going to work on a project.
* Everyone should be able to use git, github wiki’s, Trello, Slack.

**Decisions Needed**

* Decision about the programming language that the team will use in the project.
* Decision about the tools/frameworks/library (for implementation purposes) that the team will use in the project.
* Decision about coding standards.
* Decision about documentation tool.
* Decision about week-based work plan.

**General Items**

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* Team members should come up with at-least 2 coding standards.
* Team members should come up with a documentation tool for the project.
* Team members should come up with appropriate framework and necessary libraries for the project.
* Create separate Slack channels for different actions.