Date / Media: 10TH July 2021, via Google Meet

Attendees:Fazla Rabbi Sajid (FRS), Rayhan Bappy (RBP), Rakibul Kabir Rakib (RKR), Zubaer Ahmed (ZBA)

Start Time: 10.00PM

End Time: 11.00PM

**Decisions**

* Python programming language is selected for the project
* Django 3.2.4 is selected as a Framework.
* The front end of our system is HTML5, CSS3, Bootstrap4 and JS ES6.
* The database of our project is SqLite3 Server.

**Actions**

* Research about at least two coding standards.
* Came up with at least one Documentation Tool(Two if possible).

| **Action** | **Allocated team member(s)** | **Deadline** |
| --- | --- | --- |
| Research Coding Standards | RBP, ZBA | 16/07/2021 |
| Documentation Tool | FRS, RKR | 16/07/2021 |