Meeting Agenda

Date/Location: 5-July-2019 at 3:00 in Lib605

Information Updates/Reminders
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* The next 6-8 weeks, we are going to work on a project.

* Everyone should be able to use Git, GitHub wiki's, Trello, and Slack.

Decisions Needed
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* Decision about the programming language that the team will use in the project.

* Decision about the tools/frameworks (for implementation purposes) that the team will use in the project.

* Decision about who will do which part in SRS and User Story.

General Items
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* Need a Trello board created for this project and team. Actions and other details will be posted there. Columns used need to be decided. Someone needs to create and invite other team members.

* Need a workspace in Slack project to track the time the team uses. Someone needs to create and invite team members (using email addresses). We need to decide when to create channels (related to topics) in workplace and need to do all communications there.

* Need a GitHub account for this project. One team member will create a repo in GitHub and invite the rest of the team members.

* Need GitHub wiki pages to document project details.

* Allocate two team members to check **coding standards**. They should come up with at-least 2 coding standards.

* Allocate one/two team members to check **unit testing tool(s).** They should come up with at-least 2/3 tools (with advantages and disadvantages) for unit testing.

* Everyone should study about **Git merge conflict** issue.