Meeting-01

**Date/Location**: 17-02-2020, NSU Study Hall.

**Attendees**: Md. Riajul Alam Khan (MK), Syed Shakib-Ur-Rahman (SS), Md. Saiful Islam (Sl), Shuvo Jyoti Das (SD).

**Start Time**: 2:37 PM

**End Time**: 3:22 PM

**Discussions**: Everybody have to be familiar with git, github wiki, slack and trello. After that we will start coding.

**Decisions:** Next one week we will work on code standard, programming language and documentation selecton. Everyone should have account in git, slack and trello. A project team will be open in github, slack and trello and we all will join there.

**Actions**:

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| **Action** | **Allocated Team Members** | **Deadline** |
| GitHub team formation | MK | 18-02-2020 |
| Slack and Trello team formation | SS | 18-02-202 |
| Language Selection | Everyone | 21-02-2020 |
| Documentation selection | SS,SD | 21-02-2020 |
| Coding Standard | MK,Sl | 21-02-2020 |