Date/Location: 11-03-2020, SLACK

Attendees: Deponker Sarker (DS), Tahmina Tania (TT), Muhaiminul Efti (ME)

Start Time: [9:05 pm]

End Time: [10:10 pm]

**Decisions**

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* Selection of framework.
* Selection of documentation tool.
* Division of work on coding standard.

**Actions**

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* Coding standard and conventions task will be divided into 3 equal parts for each members.

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| --- | --- | --- |
| **Action** | **Allocated team member(s)** | **deadline** |
| Documentation | DS | 18/03/2020 |
| Coding standard part 1 | TT | 18/03/2020 |
| Coding standard part 2 | ME | 18/03/2020 |