**Meeting Minutes 1**

Date/Location: 26-07-2020, Google Meet.

Attendees: Tanvir(TR), Sumon(SN), Jishan(JH), Rifat(RF)

Start Time: 9:05 pm

End Time: 9:30 pm

**Decisions:**

* We need to create Trello, Slack, Github account as well as trello board, slack workspace, github repository.
* We will write SRS in docx file and one individual will implement in HTML format.

**Actions:**

1. Create Trello Board, Github Repository, Slcak Workspace.
2. SRS chapter 1 (docx file)
3. SRS chapter 2 (docx file)
4. SRS chapter 3 (docx file)
5. SRS in HTML (HTML file)

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| **Action** | **Allocated Team Member(s)** | **Deadline** |
| Action-1 | SN | 28-07-2020 |
| Action-2 | SN | 28-07-2020 |
| Action-3 | JH,RF | 28-07-2020 |
| Action-4 | TR | 28-07-2020 |
| Action-5 | TR | 29-07-2020 |