***Meeting Minutes 2***

Date/Location: 05-08-2020, Google Meet.

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

Start Time: 9:00 pm

End Time: 9:30 pm

**Decisions:**

* Two team members will research on coding standards.
* Two team members to research on documentation tools.

**Actions:**

1. Research on coding standard.
2. Research on documentation tools.

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| --- | --- | --- |
| **Action** | **Allocated Team Member(s)** | **Deadline** |
| Action-1 | RF,JH | 09-08-2020 |
| Action-2 | TR,SN | 09-08-2020 |