Guidelines

1. Each day Reporter has to update the [Daily meetings](https://docs.google.com/spreadsheets/d/1sYADYLSRT9azxCKpG0WiojvpvtLUFLToEbUH1SuZov0/edit?usp=sharing) spreadsheet according to this.
   1. What I did yesterday?
      1. In this stage each team member will discuss what they did so far.
      2. Reporter has to note down the errors and difficulties and enter those data in Daily meeting spreadsheet
   2. What I’ll do today?
      1. In this case we’ll discuss about what are changes and enhancements needed. And carry on assigned tasks
   3. Drawbacks
      1. In this stage, each member will talked about what are the difficulties he/she faced.