

## Meeting-Heading

Meeting Information			
Meeting Date/Time	22/06/2023		
Participants	Fathima Rafaha Adheeb Ahmed Zeenath Zahra		
Estimated Time	1 hour	Actual Time	40 minutes
Special Notes	Amaajith was absent		
Call/Location Information	Zoom		
Supported Documents	Null		

### Agenda:

Appointment with supervisor  
Supervisors approval for the project proposal  
Discussion about Project management and progress tracking tool

### Notes/Clarifications:

Git will be used for project management  
Trello will be used to track the progress of the project

### Meeting Minutes:

Scheduled a meeting with the supervisor for next week.  
Supervisor approved the project proposal.  
Agreed to use Git for project management.  
Set up a Git repository and shared access with the team.  
Decided to track progress using Trello.  
Assigned tasks and deadlines to team members in Trello.  
Will update the Trello board regularly to monitor progress

### Action Items:

Action item	Decision made by
Project proposal was approved	Ms. Kushani Bandara

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