Date/Location: 12-02-2020, Study Hall,NSU

Attendees: Jannatul Tuba (JT), Samia Awal Moon (SM), Anika Khan(AN),Naimur Rahman Abanto(NA)

Start Time: [4:10pm]

End Time: [5:50pm]

**Decisions**

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* Programming language hasn’t been decided yet(Options decided JS, NodeJS).
* Framework hasn’t been decided yet(Options decided React).

**Actions**

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* Action-1: Creating Trello board, workspace in Slack, and creating Github repo and wiki page.
* Action-2: Checking coding standards.
* Action-3: Checking documentation tools.

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| **Action** | **Allocated team member(s)** | **Deadline** |
| Action-1 | NA | 13/02/2020 |
| Action-2 | JT, SM | 18/02/2020 |
| Action-3 | AN, NA | 18/02/2020 |