**Meeting Minutes**

Date/Location: 19-February-2020 at 10:00 pm at our slack channel

**Attended member:**

A.S.M. IRFAN (IR), Fuadul Islam(FI), Seragis Salekin(SK), Riad Khan (RK)

**Decisions**

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\* The next 3 days all team members will study on different coding standards.

\* Separate slack channels have to be created for separate tasks.

\* A rough planning of future work-flow has been made.

**Actions**

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\* Action-1: Analyze differnt coding standars.

\* Action-2: Creating separate slack channels for separate task.

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| **Action** | **Allocated team member(s)** | **deadline** |
| Action-1 | IR, FI, SK, RK | 22/07/2019 |
| Action-2 | IR | NA |
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