

**Date/Location:** 28-09-2025, BUP Campus CR-303

**Attendees:** Samia Maliha(SM), Ishrat Jahan(IJ), Anika Tasnim Mritiika(AT), MD. Hasibul Mitul(HM).

**Start Time:**3:05 PM

**End Time:**3:30 PM

**Meeting chair person:** Ishrat Jahan(IJ)

**Meeting minute taker:** Hasibul Mitul(HM)

#### **Decisions**

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\* Documentation Tool: We will be using JSDoc for documentation.

\* Coding standard has been uploaded in Git.

<b>Action</b>	<b>Allocated team member(s)</b>	<b>outcome</b>
Selecting documentation tool	AT,IJ	Selected JsDoc for documentation
Selecting coding standard	HM,SM	Selected coading standard has been uploaded to Git