

Meeting Minutes 2 – Medilink

Date/Location: 25-November-2025, Discord

Time: 11:30 PM – 1:00 AM

Attendees:

- **2312850642 – Al Mamun Oualid (AMO)**
- **2233407042 – Mahtab Uddin Ahmed (MUA)**
- **2221741642 – Tahrim Siddiqui (TS)**
- **1831863642 – Maahier A Haai (MAH)**

Decisions

1. Each team member will work on one major module:

1.F3, F4, F5 – AMO

2.F6, F7 – MUA

3.F1 , F2 – TS

4.F8 , F9 – MAH

2. Project documentation will follow a clear folder-based structure including:
/Backend, /Frontend, /Docs, /Database, /Research.

3. GitHub branching rules finalized:

1.main branch protected

2.each feature must have its own branch

Actions

1. **Update Trello board with new task categories**

- Assigned to: **AMO , MUA , TS , MAH**
- Deadline: **3/12/2025 , 11:59 PM**

2. **Start working on F3, F4, F5**

- Assigned to: **AMO**

- Deadline: **3/12/2025**

3. Prepare Patient Module structure and models

- Assigned to: **MUA**
- Deadline: **3/12/2025**

4. Start working F1 , F2

- Assigned to: **TS**
- Deadline: **3/12/2025**

5. Start working F8 , F9

- Assigned to: **MAH**
- Deadline: **3/12/2025**

6. Organize project documentation folder and write README structure

- Assigned to: **AMO , MUA , TS , MAH**
- **Deadline : 3/12/2025 , 11:59 PM**