**Meeting Minutes 1**

Date/Location: 30-OCTOBER-2019, NSU Study Hall

Attendees: Morshedul Bari Antor (AN), Maliha Mamtaz (MM), Shafyet Jamil Zim (SZ)

Start Time: 6:25PM

End Time: 7:30PM

**Decisions**

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1. We selected PHP for the project
2. We selected LARAVEL as framework for the project

**Actions**

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1. Coding Standards 1 (two for each)
2. Coding Standards 2 (two for each)
3. Documentation Tools

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| **Action** | **Allocated team member(s)** | **deadline** |
| Action-1 | SZ | 03/11/2019 |
| Action-2 | MM | 03/11/2019 |
| Action-3 | AN | 03/11/2019 |