**#Meeting Agenda**

Date/Location: 28 September 2019 at 9:00 through Discord.

Attendees : **Sihab Mahmud, Soleman Hossain, M Shamimul Haque Mondal Shimul, Nafis Mahmud**.

Start Time: 9.10 pm

End Time: 12.33 am

**Updates**

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* The next 6-8 weeks, we will work on a project.
* Everyone is already connected to necessary platforms like **Github, Trello, Discord** and others.

**Decisions**

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* Decision on the **programming language** to be used for the project.
* Decision about the **frameworks** (for implementation purposes) that the team will use in the project.
* Brief discussion on project **goals and objectives** also project **scope and deliverables**.

**Actions**

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* A **GitHub** repository will serve as the central hub for this project. One team member will set up the repository and invite the rest to join. This repository will house nearly all aspects of the project throughout its duration.
* A **Discord** server has already been established by a team member, with the rest of the team having joined. The server's purpose is to facilitate meeting sessions and maintain virtual connectivity.
* A **Trello** board has also been created for the project to manage tasks and updates. The team needs to decide on the columns used for the organisation.
* Assign **one or two team members to establish coding standards**. They should identify at least two standards for the project.
* Designate **one or two team members to research documentation tools.** They should recommend one or two options for source code documentation, including a summary of each tool's usage, benefits, and drawbacks.

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| **Action** | **Allocated team member(s)** | **deadline** |
| Action-1 | Soleaman | 29/9/2024 |
| Action-2 | Nafis | 29/9/2024 |
| Action-3 | Soleman | 29/09/2019 |
| Action-4 & 5 | Sihab & Shimul | 1/10/2024 |
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