

Date/Location: 04-12-2023, Savar, Dhaka.

Attendees: Shagor, Omar, Uosmoy, Babor, Nafiz.

Start Time: 10:00 PM

End Time: 10:45 PM

Decisions

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- We will work on the “Hall Management System”.
- We will work on Python programming language.
- We will work on framework.

Actions

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1. Create a Trello board.
2. Create a GitHub repo.
3. Create a GitHub Wiki page.
4. Create a discord channel.
5. Selecting Coding Principle.
6. Selecting Documentation.

| Action | Allocated team member(s) | deadline |
|----------|--------------------------|-----------|
| Action-1 | Shagor | 4/12/2023 |
| Action-2 | Omar | 4/12/2023 |
| Action-3 | Babor | 4/12/2023 |
| Action-4 | Babor | 4/12/2023 |
| Action-5 | Uosmoy & Nafiz | 7/12/2023 |
| Action-6 | Shagor, Babor, Omar | 7/12/2023 |