

Meeting Agenda

Date/Location: 04-December-2023 at 10:00 PM in Dhaka (in Zoom Meeting).

Information Updates/Reminders

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- The next 12-16 weeks, we will work on a project.
- We have to set a project name which we will work on.
- We have to set some rules about our coding standards and documentation.
- Everyone should be able to use git, GitHub wikis, Trello, Zoom, and Discord.

Decisions Needed

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- Decision about the project name.
- Decision about the programming language the team will use in the project.
- Decision about the frameworks the team will use in the project.
- Decision about the coding standards the team will use in the project.

General Items

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- Need a Trello board created for this project and team. Actions and other details will be posted there. Columns used need to be decided. Someone needs to create and invite other team members.
- Need a channel in Discord for communication with the teammates.
- Need a Zoom account for regular meetings.
- Need a GitHub account for this project. One team member will create a repo in GitHub and invite the rest of the team members.
- Need GitHub wiki pages to document project details.

- Allocate one team member to check coding standards. They should come up with at least 2 coding standards.
- Allocate one/two team members to check documentation tool(s). They should develop at least 1/2 for source code-level documentation.