**Meeting Agenda 1 – Second-Hand Marketplace Management System**

**Course :**  CSE327 – Software Engineering  
**Section :** 09  
**Faculty :** MMA1  
**Group ID :** 04  
**Date/Location :** 20 October 2025, 06:30 PM at Study Hall in NSU Central Library.

**Information Updates / Reminders:**

* The project “**Second-Hand Marketplace Management System**” aims to create a secure online platform for buying and selling used items among verified users.
* The development will involve mainly three and additional one modules: **Buyer, Seller, Admin** and **Visitor.**
* All members must collaborate using **GitHub**, **Trello**, and **Discord** for version control, task tracking, and communication.
* The **SRS document** has been finalized.
  + Part 1 by **Shawlin Salit** (1- Introduction, 1.1- Purpose of the project, 1.2- Intended Audience).
  + Part 2 by **Nashita Tasneem Noor** (1.3- Intended use, 1.4- Product Scope, 1.5- Risk Definitions).
  + Part 3 by **Sanjida Khanom** (2. Overall description, 2.1- User classes and characteristics, 2.2- User needs, 2.3- Operating environment, 2.4- Constraints, 2.5- Assumptions).
  + Part 4 by **Ibrahim Adham Surja** (3. Requirements, 3.1- Functional requirements, 3.2- Non-Functional requirements).
* Next phase involves to prepare **ER Diagram**.
* Then next phase involves **database design** and **UI/UX prototyping**.
* Each team member must complete initial setup of development tools before the next meeting.

**Decisions Needed**

1. **Programming Language:**
   * Proposed: **PHP** (Backend) and **HTML, CSS, JavaScript** (Frontend).
   * Decision to confirm: whether to proceed with **PHP + MySQL** stack or switch to a modern framework.
2. **Frameworks / Tools:**
   * Proposed Frontend Framework: **Bootstrap**
   * Proposed Backend: **PHP (XAMPP/Apache environment)**
   * Proposed Database: **MySQL**
   * Decision to finalize environment and confirm tool responsibilities.
3. **Hosting Environment:**
   * For development: **Localhost**
   * For deployment: **cPanel shared hosting**
4. **Team Responsibilities:**
   * Confirm final role division (Database, Frontend, Backend, Testing, Documentation).

**General Items:**

* **Trello Board:**
  + To be created by *Sanjida Khanom* for project task management.
  + Columns: To Do, In Progress, Testing, Completed.
* **Discord:**
  + To be created by *Ibrahim Adham Surja*.
  + Channels: #frontend, #backend, #database, #testing, #general.
* **GitHub Repository:**
  + Repository to be created by *Nashita Tasneem Noor*.
  + All members will be added as collaborators.
  + Branching rules and commit message format to be standardized.
* **Documentation Wiki:**
  + To be maintained by *Nashita Tasneem Noor*.
  + Includes sections for requirements, design, and progress updates.
* **Coding Standards:**
  + Responsible: *Sanjida Khanom* .
  + Proposed standards: PSR-12 for PHP, consistent indentation, and meaningful variable naming.
* **Documentation Tools:**
  + Responsible: *Shawlin Salit*.
  + Proposed: **PHPDoc** for source-level documentation.
  + Tool to be finalized in the next meeting.

**Next Steps / Follow-up Items**

* Finalize tech stack and environment setup by **23 October 2025**.
* Begin database design and ER diagram implementation.
* Prepare initial UI prototype for homepage and login/registration modules.
* Next meeting scheduled for **30 October 2025, 6.00 PM** at **Study Hall** in **NSU Central Library.**