**Meeting Minutes 1**

**Date/Location:** 18-Oct-2025, Google Meet

**Attendees :**

* Sanjida Khanom (SK)
* Ibrahim Adham Surja (IS)
* Nashita Tasneem Noor (NT)
* Shawlin Salit (SS)

**Start Time:** 8:45 PM  
**End Time:** 9:35 PM

**Decisions :**

* The project topic **“Second-Hand Marketplace Management System”** was finalized.
* **HTML, CSS, Bootstrap** were chosen for frontend design.
* **PHP (Raw)** selected as the backend language.
* **MySQL** chosen for the database system.
* Decided to include three main user roles: **Admin**, **Seller**, and **Buyer** and additional **Visitor** role.
* Finalized project workflow: Registration → Product Listing → Negotiation → Order → Payment.

**Actions :**

|  |  |  |
| --- | --- | --- |
| **Action** | **Allocated Team members** | **Deadline** |
| Prepare Initial SRS Draft | All Members | 18-Oct-2025 |
| Research Coding Standards | SK | 19-Oct-2025 |
| Meeting Agenda 1 | IS | 20-Oct-2025 |
| Meeting Minutes 1 | NT | 20-Oct-2025 |
| Documentation Tool | SS | 20-Oct-2025 |