

Meeting Agenda 01



Meeting Chair : **Omar Sadat**

Note Taker : **Alif bin Turjo**

Time: **11:00 pm to 12:00 pm**

Date: **23rd June, 2025**

Meeting Platform : **Discord**

Agenda Information Updates/Reminders:

- The next 6-8 weeks, we are going to work on a project.
- Everyone should be able to use git, GitHub wikis, Trello, Discord

Decisions Needed:

- Decision about the programming language that will be used in the project.
- Decision about the frameworks (for implementation purposes) that the team will use in the project.

General Items:

- Need a Trello board and a workspace in Discord project to track the time the team uses? Someone needs to create and invite team members (using email addresses). We need to decide when to create channels (related to topics) in workplace and need to do all communications there.
- Need a GitHub account for this project. Create a repository on GitHub and invite all of the team members.
- Need GitHub wiki pages to document project details.
- Allocate one/two team members to check coding standards. They should come up with at least 2 coding standards.
- Allocate one/two team members to check the documentation tool(s). They should come up with at least 1/2 tools (with brief summary of the usage, advantages, and disadvantages) for source code level documentation.