

Meeting Agenda 02



Meeting Chair : Quazi Sakib Ahmed

Note Taker : Mahfuzur Rahman Maruf

Time: 11:00 pm to 12:00 pm

Date: 19th July, 2025

Meeting Platform : Discord

Agenda Information Updates/Reminders:

- This meeting will focus on finalizing key planning and documentation decisions for the project.
- Everyone should come prepared to discuss coding standards, documentation tools, and initial task responsibilities.
- SDS (Software Design Specification) writing will begin after this meeting—task assignment will be discussed.

Decisions Needed:

- Final decision on the coding standards the team will follow the best one.
- Selection of 1–2 documentation tools for source code documentation (including their usage, pros, and cons).
- Assignment of individual/team responsibilities for writing parts of the SDS document.

General Items:

- The assigned two team members will present their proposed coding standards and open the floor for suggestions or adjustments.
- The other assigned three team members will present the evaluated documentation tools along with summaries (usage, advantages, disadvantages).
- Roles for SDS sections (e.g., introduction, system features, architecture design) will be distributed among team members.
- Time will be allocated at the end for a project overview discussion and an open Q&A session to clarify doubts.
- Ensure all members are added to Trello, Discord, and GitHub and are actively using them for collaboration.