Date: 03-11-2019

Location: New Cafeteria at NSU

Attendees: Zilan (MZ), Fazle Elahi (FE), Rezwana (RS)

Start Time: 2:45 pm

End Time: 3:03 pm

**Decisions**

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\* MZ will be chair of the meeting and RS will take minutes.

\* MZ has already opened Trello board, added everyone and made tasks.

\* RS will open repository on github and upload 1st meeting agenda and meeting minutes.

\* We will be using Django as a programming language for the project.

\* The tools or APIs have been decided and included in the SRS.

\* 2nd meeting will be on 6 November, 2019.

**Actions**

1. *Research coding standards*

Target Date: 05/11/2019

Personnel: FE, RS, MZ

Action outcome: Learn properly about at least one coding standard each.

1. *Research documentation tool*

Target Date: 06/11/2019

Personnel: MZ, FE

Action outcome: Find out enough about at least one documentation tool each to document the source code for our project.

1. *Look into Django*

Target Date: 08/11/2019

Personnel: FE, RS, MZ

Action outcome: Get some idea and experience about the language and what it can do.

1. *Read about implementing API*

Target Date: 08/11/2019

Personnel: MZ, RS

Action outcome: Making it easier when the work on backend starts.