**Date/Location:** 29-November-2020, At home by Google Meet

**Information Updates/Reminders**  
**=============================**

* The next 5-6 weeks, we are going to work on a project namely “Online Inventory and Account Management”
* Everyone should be able to use git, github wiki’s, Trello, Slack and Google meet or Xoom.
* Everyone wear should be safe during this Pandemic.  
    
  **Decisions Needed**  
  **================**
* To decide about the programming language which the team need to use for the project.
* To decide about the frameworks that the team will use in the project.  
    
  **General Items**  
  **=============**
* We have already created a Trello board for project and team. Actions and other details will be posted there time to time. Columns used need to be decided.
* We have created a workspace In Slack project to track the team uses. Everyone have been invited and joined. We have already opened #srs Channel and we will create our channel when we will be needed.
* Need a github account for this project. One team member will create a repo in github and invite the rest of the team members.
* We have already opened a github account and invited everyone for the project. Also, we have created a repo for our project.
* We will need a github wiki pages to document project details.
* Assigning one or two persons to check coding standards for the project.
* Assigning one/two team members to check 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.