**Meeting Minutes – 2  
Date/Location:** 16-Sept-2025 from 10:30 pm to 11:00 pm in Discord

**Attendees:** Kotha (K), Jawad (JA), Ruponti (RM), Sadia (SA), Muttakin (MM)  
 **Chair:** Nafisa Anzum Kotha(K).  
 **Notetaker:** Muttakin Mahmud (MM)

**Decisions**

* Nextra will be used as the documentation tool.
* Airbnb JavaScript Style Guide will be followed for coding standards.
* Everyone confirmed they are able to use Git, GitHub Wiki, Trello, and Discord.

**Actions**

1.Set up documentation structure in Nextra (assigned to K, SA, MM).

2.Enforce Airbnb JavaScript Style Guide across the team (assigned to RM, JA).

3.Maintain updates on GitHub repository.

| **Action No** | **Allocated Team Members** | **Deadline** |
| --- | --- | --- |
| 1 | K,SA,MM | 23/09/25 |
| 2 | JA,RM | 23/09/25 |
| 3 | K,JA,RM,SA,MM | —--- |
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