**Meeting Agenda**

Date/Location: 16-03-2021 at Discord

**Information Updates/Reminders**

1. The next 6-8 weeks, we are going to work on a project.

2.Everyone should be able to use git, GitHub wiki's, Trello, Discord.

**Decisions Needs**

1. Decision about the programminglanguage that the team will use in the project.

2. Decision about the frameworks that the team will use in the project.

**General Items**

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1. Need a Trello board created for this project and team. The team members will post actions and other details there. Columns used need to be decided. Someone needs to create and invite other team members.

2. Need a workspace in Discord project to track the time the team uses. Someone needs to create and invite team members by using email addresses.

3. Need a GitHub account for this project. One team member will create a repo in GitHub and invite the rest of the team members.

4. Need GitHub wiki pages to document project details.

5. Allocate one/two team members to check codingstandards. They should come up with at least two coding standards.

6. Allocate one/two team members to check documentationtool.

They should come up with at-least1/2 tools with a summary of the usage, advantages, and disadvantages for source code level documentation.