Date/Location: 25-11-2020, Google Meet

Attendees: Shahriar Rahman (ShR), Md. Hasibur Rahman Fahim (HsF), Shazzadur Rahman (SzZ), Md. Nahid Hasan (NhH)

Start Time: 6:05 pm

End Time: 6:24 pm

Decisions:

• PHP Programming language is selected for the project.

• Laravel selected as the Framework

• Overleaf selected as the first Documentation tool.

Actions:

• Research about coding standards.

• Need to come up with another Documentation Tool.

• HTML designs research.

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| Action | Allocated Team Member(s) | Deadline |
| Research Coding Standards | ShR, HsF, SzZ | 29-11-2020 |
| Documentation Tool | SzZ, HsF | 29-11-2020 |
| HTML designing | NhH | 27-11-2020 |