**Meeting Minutes 2:**

Date/Location: 6-12-2020, Google Meet

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

Start Time: 5:46 pm

End Time: 6:12 pm

**Decisions:**

• 6 Coding Standards acknowledged.

• bit.ai is selected as alternative source for Documentation Tool.

• HTML designs reviewed.

**Actions:**

• Database Schema.

• Use case Diagram.

• Flowchart Diagram.

• Further HTML design research.

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| **Action** | **Allocated Team Member(s)** | **Deadline** |
| Database Schema | ShR, HsF | 11-12-2020 |
| Use case Diagram | ShR, SzZ | 11-12-2020 |
| Flowchart Diagram | ShR, HsF | 11-12-2020 |
| Further HTML design research | NhH, SzZ | 14-12-2020 |