Date/Location: 30-10-2019, slack

Attendees: [Jishad Miyaji(JS),Mujahidul Islam(MJ),Abdul aziz(AZ) ] Example: John (JN), Anderson (AN), Richard (RC)

Start Time: [11.25 pm]

End Time: [11.35pm]

**Decisions**

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\* [which programming language we will use in our project? Ans.PHP.]

\* [who will work on the documentation tools and coding standard?]

\* [who will do the meeting minutes?]

\* [who will upload meeting minutes in wiki?]

**Actions**

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\* [Action-1: the documentation tools will find out the MJ]

\*[Action-2: the code standard will find out and submit a brief discussion JS AND AZ]

\* [Each action has must be complete before 02/10/19 and 11.59pm ]

\* ...

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| --- | --- | --- |
| **Action** | **Allocated team member(s)** | **deadline** |
| Action-1 | MJ | 03/10/2019 |
| Action-2 | JS,AZ | 3/10/2019 |
|  |  |  |
| ….. | ….. | ….. |
| ….. | ….. | ….. |