**MEETING AGENDA 02**

**Date & Location:** 21st april,2019 at 11:45 pm from individual’s home  
**Chair:** Shifat Ara Rafiq

**Recorder:** Nabilah Hossain Sarkar  
**Attendees:** All members present  
**Absent:** None

**Roles:**

|  |  |  |
| --- | --- | --- |
| Decide Team Roles | (a)Project Owner :  Tasnim Tabassum Shimi (b)Scrum Master:  Md.Habibur Rahman (c)Members: Shifat Ara Rafiq  Nabilah Hossain Sarkar | Done |

**Actions:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Action | Team Member | Deadline |
| 1. | update the project Trello board ready for a Sprint process | Nabilah Hossain Sarkar | Done |
| 2. | update your team on slack to see a log of Trello activities during the sprint process | Tasnim Tabassum Shimi | Done |
| 3. | update, add and convert any identified tasks to the project backlog | Shifat Ara Rafiq Tasnim Tabassum Shimi | 22/04/19 till 11.59 p.m |
| 4. | prioritise and estimate hours for all tasks in the project backlog | Md.Habibur Rahman Nabilah Hossain Sarkar  Shifat Ara Rafiq Tasnim Tabassum Shimi | 22/04/19 till 11.59 p.m |