**Personal document**

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Last meeting:

**Date:** 21st April, 2019 at 11:45 pm

**Location**: from individual’s home

Involvement in the meeting:

Role: Recorder

Actions I performed:

* Decided stories of product backlog
* Committed product backlog (story column)
* Updated the project Trello board ready for a Sprint process
* Set the due dates to the card of Trello board to be implemented in according to the estimation of product backlog
* Updated rows of sprint backlog according to my user stories to be implemented assigned by Scrum Master