**Personal document**

Tasnim Tabassum Shimi

Email:tasnimtabassum16@gmail.com

Last meeting:

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

**Location**: from individual’s home

**Involvement in the meeting**:

**Role**: Member

**Sprint\_1**:Product owner

**Actions I performed:**

* Opened a slack channel for sprint 1
* Kept track of the meeting in toggl
* Prioritize the product backlog
* Committed product backlog (priority column)
* Assigned members for the user stories
* As a product owner selected what should be in the sprint backlog.
* Updated rows of sprint backlog according to my user stories to be implemented assigned by Scrum Master