**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: Chair

Actions I performed:

* Wrote meeting agenda and uploaded that in github as MEETING AGENDA 02
* Committed product backlog (id column)
* Set the labels to the card of Trello board to be implemented in according to the priority of product backlog
* Updated the project Trello board for product backlog label
* Created new list Personal Contribution Document in Trello to keep track of individuals personal contribution and added my own contribution there as a document
* Updated rows of sprint backlog according to my user stories to be implemented assigned by Scrum Master