**Date:** 26.04.2019

**Location:** CSE Department

**Present:** Tahmina Akter Etee(13), Shah Md. Faysal(43), Md. Raziur Rahman(45), Mithila Farhana(2389)

**Chairperson:** Tahmina Akter Etee

**Time-Recorder:** Mithila Farhana

**Meeting Duration**: 20 minute (3:45PM-4:05PM)

**Information Updates**

**1.**Toggl is used to track the time of the meeting.

**2**.Distribution of activities for sprint 1.

**Decisions**

1**.Action Name =**Sign up function.

**Team Member =** Shah Md Faysal

**Deadline =** 29/4/19

2. **Action Name =**Log in function.

**Team Member =** Md Raziur Rahman

**Deadline =** 29/4/19

3. **Action Name =**See available medicine list function.

**Team Member =** Mithila Farhana

**Deadline =** 29/4/19

4. **Action Name =**Log Out function

**Team Member =** Tahmina Akter Etee

**Deadline =** 29/4/19

**Team Role:**

Project Owner – Mithila Farhana

Scrum Master – Tahmina Akter Etee

Team Member – Shah Md. Faysal, Md. Raziur Rahman