**Date:** 28.04.2019

**Location:** CSE Department

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

**Chairperson:** Raziur Rahman

**Time-Recorder:** Shah Md Faysal

**Meeting Duration**: 23minute (4:02 PM-4:25PM)

**Information Updates**

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

**2**.Update team member about their action.

**3**. Inform about the problem they faced.

**Decisions**

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

**Team Member =** Shah Md Faysal

**Status=** Almost done.

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

**Team Member =** Md Raziur Rahman

**Status=** In processing.

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

**Team Member =** Mithila Farhana

**Status=** trying to connect with the database.

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

**Team Member =** Tahmina Akter Etee

**Status=**  In processing.

**Team Role:**

Project Owner – Mithila Farhana

Scrum Master – Tahmina Akter Etee

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