**Date:** 22.04.2019

**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**: 16 minute (3:36PM-3:53PM)

**Information Updates**

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

**2**.Slack is used to show the changes in the Trello board.

**Decisions**

1**.Action Name =** Update of Trello board with particular columns for project backlog and sprint backlog.

**Team Member =** Mithila Farhana, Md. Raziur Rahman

**Deadline =** Done

2. **Action Name =** Creating channel in Slack .

**Team Member =** Shah Md Faysal

**Deadline =** Done

3. **Action Name =** Creating the Project Backlog of tasks .

**Team Member =**Mithila Farhana, Tahmina Akter Etee

**Deadline =** Done

4. **Action Name =** Prioritizing project Backlog task.

**Team Member =**Shah Md Faysal , Md Raziur Rahman,

**Deadline =** Done

5. **Action Name =** Pre-selecting sprint backlog.

**Team Member =** Mithila Farhana, Tahmina Akter Etee

**Deadline =** Done

**Team Role:**

Project Owner – Mithila Farhana

Scrum Master – Tahmina Akter Etee

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