**Date:** 26.04.2019

**Location:** CSE Department

**Present:** Tahmina Akter Etee(13

**Chairperson:** Tahmina Akter Etee

**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**

**Action Name:** Log out function

**Team Member =** Tahmina Akter Etee

**Deadline =** 29/4/19

**Team Role:**

Scrum Master – Tahmina Akter Etee