**Date:** 28.04.2019

**Location:** CSE Department

**Present:** Tahmina Akter Etee(13)

**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** .

**Action Name =**Log Out function

**Team Member =** Tahmina Akter Etee

**Status=**  In processing.

**Team Role:**

Scrum Master – Tahmina Akter Etee