**Date:** 28.04.2019

**Location:** CSE Department

**Present** : Shah Md Faysal

**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.

**Team Role:**

Team Member – Shah Md. Faysal