**Date:** 3.05.2019

**Location:** CSE Department

**Present:** Tahmina Akter Etee

**Meeting Duration**: 19 minute (9:29AM-9:48AM)

**Information Updates**

1. Toggl is used to track the time of the meeting.
2. Distribution of activities for sprint 2.
3. Create channel on slack for sprint 2.
4. Update trello board.

**Decisions**

1**. Action Name =**Payment method function

**Team Member =** Tahmina Akter Etee

**Deadline =** 6/5/19

**Team Role:**

Scrum Master – Tahmina Akter Etee