**Date:** 5.05.2019

**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**: 33minute (7.16 PM-7:49PM)

**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 =**Purchase drugs function.

**Team Member =** Shah Md Faysal

**Status=** Working on it.

2. **Action Name =** Pre Order function.

**Team Member =** Md Raziur Rahman

**Status=** Working on it.

3. **Action Name =** Update Stock function.

**Team Member =** Mithila Farhana

**Status=** Working on it.

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

**Team Member =** Tahmina Akter Etee

**Status=** Working on it.

**Team Role:**

Project Owner – Mithila Farhana

Scrum Master – Tahmina Akter Etee

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