**Date:** 3.05.2019

**Location:** CSE Department

**Present:** Tahmina Akter Etee(13), Shah Md. Faysal(43), Md. Raziur Rahman(45), Mithila Farhana(2389)

**Chairperson:** Mithila Farhana

**Time-Recorder:** 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 =**Purchase drugs function.

**Team Member =** Shah Md Faysal

**Deadline =** 6/5/19

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

**Team Member =** Md Raziur Rahman

**Deadline =** 6/5/19

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

**Team Member =** Mithila Farhana

**Deadline =** 6/5/19

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

**Team Member =** Tahmina Akter Etee

**Deadline =** 6/5/19

**Team Role:**

Project Owner – Mithila Farhana

Scrum Master – Tahmina Akter Etee

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