**Date:** 22.04.2019

**Location:** CSE Department

**Present:** Ezaz Nahid Topu(26), Mohammad Tariqur Rahman(35), Tushar Sarker(42), Sukanto Saha(49)

**Chairperson:** Ezaz Nahid Topu.

**Time-Recorder:** Sukanto Saha.

**Meeting Duration**: 16 minute (3:36PM-3:53PM)

**Information Updates**

**1.**Toggl is used to track the time of the meeting.

**2**.Slack is used to show the changes in the Trello board.

**Decisions**

1. **Action Name =** Update of Trello board with particular columns for project backlog and sprint backlog.

**Team Member =** Sukanto Saha, Tushar Sarker.

**Deadline =** Done

2. **Action Name =** Creating channel in Slack .

**Team Member =** Ezaz Nahid Topu.

**Deadline =** Done

3. **Action Name =** Creating the Project Backlog of tasks .

**Team Member =** Mohammad Tariqur Rahman, Tushar Sarker.

**Deadline =** Done

4. **Action Name =** Prioritizing project Backlog task.

**Team Member =** Ezaz Nahid Topu, Sukanto Saha.

**Deadline =** Done

5. **Action Name =** Pre-selecting sprint backlog.

**Team Member =** Mohammad Tariqur Rahman, Tushar Sarker.

**Deadline =** Done

**Team Role:**

Project Owner – Ezaz Nahid Topu

Scrum Master – Tushar Sarker

Team Member – Mohammad Tariqur Rahman, Sukanto Saha.