**Date:** 22.04.2019

**Location:** CSE Department

**Present:** Tushar Sarkar

**Meeting Duration**: 1 hour 6 minute(8:36PM-9:42PM)

**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.

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

**Team Role:**

Team Member – Tushar Sarkar