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| **Team #4** | **Capstone Project I**  **Minutes of Meeting # 6**  **Date: Tuesday November 19, 2019 Time: 12:30PM**  **Location: George Brown College Casa Loma Campus Room C401** |  |  |  |
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| Attendees: | Team member 1: Arsalan Farooqui  Team member 2: Andrew Cobb  Team member 3: Giuseppe Ragusa |  |  |  |
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| **Agenda** | |  |  |  |
| **Item** | **Description** | **Responsibility** | **Planned Date** | **Actual Date** |
| Review of previous meeting | Previous meeting regarded delegating tasks for creating wireframes and the technical design document | N/A | N/A | N/A |
| Tasks Assigned as per previous meeting | Guiseppe: Beginning team and layout screen wireframes, and technical design document Andrew: review search and form fields for wireframes  Arsalan: Begin basic navigation structure for wireframes | N/A | N/A | N/A |
| Status of Tasks as per previously assigned | All tasks completed | N/A | N/A | N/A |
| Item # 1… | Revise edit layout screen wireframes and home screen wireframe | Andrew Cobb | Tuesday  November 26, 2019 | Tuesday  November 26, 2019 |
| Item # 2… | Complete layout and analytics wireframes and review over all wireframes | Arsalan Farooqui | Tuesday  November 26, 2019 | Tuesday  November 26, 2019 |
| Item # 3… | Complete technical design document | Guiseppe Ragusa | Tuesday  November 26, 2019 | Tuesday  November 26, 2019 |
| Next meeting date | Date: Tuesday, November 26, 2019  Time: 12:30PM  Location: George Brown College Casa Loma Campus Room C401  Agenda: Revising Wireframes  **Signature:**  Team member 1: arsalan.farooqui2@georgebrown.ca  Team member 2: Andrew.Cobb@georgebrown.ca  Team member 3 Giuseppe.Ragusa@georgebrown |  |  |  |