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| **Team T16** | **Capstone Project I**  **Minutes of Meeting # 1**  **Date: 10/12/20**  **Time: 12:00 PM**  **Location: Blackboard Collaborate** |  |
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| Attendees: | Team member 1: Yevhenii Zalizniak  Team member 2: Alisher Urazbayev  Team member 3: Emmanuel Sogelola |  |
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| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Discuss new Project Idea | We talked about options for the project and concluded | Team |
| Review new Project Idea | Broke down the project idea and scoped it out | Team |
| Spread out Tasks | Assigned Sprint 2 tasks | Team |
| Next meeting date | Date: 10/19/20  Time: 12:00 PM  Location: Blackboard Collaborate  Agenda: Discuss Presentation  **Signature:**  Team member 1: Yevhenii Zalizniak  Team member 2: Alisher Urazbayev  Team member 3: Emmanuel Sogelola |  |