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| **Team 21** | **Capstone Project I**  **Minutes of Meeting**  **Date: Oct 10, 2018**  **Time: 3pm**  **Location: C418, George Brown College** |  |
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| Attendees: | Team member 1: Renata Moura  Team member 2: Abdallahman Habyarimana  Team member 3: Anushka Aggarwal  Team member 4:Karanjot Singh |  |
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| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting | Work on sprint 2 | ALL |
| Item # 1… | Project Plan + Team Charter - continuation | Renata Moura/ Anushka Aggarwal |
| Item # 2… | Product Backlog | Abdal Bin Manaf |
| Item # 3… | Sprint Backlog | Karanjot Singh |
| Next meeting date | Date: TBD  Time: TBD  Location: George Brown College  Agenda: Prepare for the presentation Oct 17  **Signature:**  Team member 1: Renata Moura  Team member 2: Abdal Bin Manaf  Team member 3: Anushka Aggarwal  Team member 4: Karanjot Singh |  |