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| **Team 20** | | **Capstone Project II**  **Minutes of Meeting # 1**  **Date: Jan 22, 2023 Time: 2:00 PM**  **Location: Discord** |  |  |  |  |
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| Attendees: | | James Tory  Joyce Ashley Borla  Arghawan Ghulam Siddiq  Emanuel Ko |  |  |  |  |
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| **Agenda** | | |  |  |  |  |
| **Item** | **Description** | | **Responsibility** | **Planned completion Date** | **Status**  **% done till date** | **Actual**  **completion**  **Date** |
| Review of previous meeting |  | |  |  |  |  |
| Tasks Assigned as per previous meeting |  | |  |  |  |  |
| Item # 1… | Discuss project elements to be implemented in Sprint 5 | |  | Feb 05, 2023 | 0% |  |
| Item # 2… | Review project Figma Mockups | |  |  |  |  |
| Item # 3… | Assign group tasks for Sprint 5 | |  |  |  |  |
| Next meeting date | Date: Jan 29, 2023  Time: 4:00 PM  Location: Discord  Agenda: Review progress on Sprint 5  **Signature:**  Team member 1: James Tory  Team member 2: Joyce Ashley Borla  Team member 3: Emanuel Ko  Team member 4: Arghawan Ghulam Siddiq | |  |  |  |  |

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| **Team 20** | | **Capstone Project II**  **Minutes of Meeting # 2**  **Date: Jan 29, 2023 Time: 4:00 PM**  **Location: Discord** |  |  |  |  |
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| Attendees: | | James Tory  Joyce Ashley Borla  Arghawan Ghulam Siddiq  Emanuel Ko |  |  |  |  |
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| **Agenda** | | |  |  |  |  |
| **Item** | **Description** | | **Responsibility** | **Planned completion Date** | **Status**  **% done till date** | **Actual**  **completion**  **Date** |
| Review of previous meeting |  | |  |  |  |  |
| Tasks Assigned as per previous meeting |  | |  |  |  |  |
| Item # 1 | Review progress on sprint 5 tasks | |  | Feb 5, 2023 | 30% |  |
| Item # 2 | Discuss individual issues/concerns with work not yet completed | |  |  |  |  |
| Item # 3 | Update project status report | |  | Feb 5, 2023 | 50% |  |
| Next meeting date | Date: Feb 5, 2023  Time: 2:00 PM  Location: Discord  Agenda: Review Sprint 5 progress  **Signature:**  Team member 1: James Tory  Team member 2: Joyce Ashley Borla  Team member 3: Emanuel Ko  Team member 4: Arghawan Ghulam Siddiq | |  |  |  |  |

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| **Team 20** | | **Capstone Project II**  **Minutes of Meeting # 3**  **Date: Feb 5, 2023 Time: 2:00 PM**  **Location: Discord** |  |  |  |  |
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| Attendees: | | James Tory  Joyce Ashley Borla  Arghawan Ghulam Siddiq  Emanuel Ko |  |  |  |  |
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| **Agenda** | | |  |  |  |  |
| **Item** | **Description** | | **Responsibility** | **Planned completion Date** | **Status**  **% done till date** | **Actual**  **completion**  **Date** |
| Review of previous meeting |  | |  |  |  |  |
| Tasks Assigned as per previous meeting |  | |  |  |  |  |
| Item # 1 | Finalize project status report 1 | |  | Feb 05, 2023 | 100% |  |
| Item # 2 | Discuss which tasks need to be completed in sprint 6 for the first presentation | |  |  |  |  |
| Item # 3 | Assign group tasks for Sprint 6 | |  |  |  |  |
| Next meeting date | Date: Feb 12, 2023  Time: 3:00 PM  Location: Discord  Agenda: Review Sprint 6 progress  **Signature:**  Team member 1: James Tory  Team member 2: Joyce Ashley Borla  Team member 3: Emanuel Ko  Team member 4: Arghawan Ghulam Siddiq | |  |  |  |  |