|  |  |  |
| --- | --- | --- |
|  | |  |
| **Team 20** | **Capstone Project I**  **Minutes of Meeting # 1**  **Date: 2022/09/18**  **Time: 3:00 PM**  **Location: Virtual (Discord)** |  |
|  | |  |
|  | |  |
| Attendees: | Team member 1: James Tory  Team member 2: Joyce Borla  Team member 3: Arghawan Siddiq  Team member 4: Emmanuel Ko |  |
|  | |  |
| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting |  |  |
| Item # 1 – Alternate Ideas | Discussed potential project ideas other than the initial idea of the Quiz web application |  |
| Item # 2 – Final Idea | Evaluated proposed ideas and made the final decision to proceed with the Quiz project idea |  |
| Item # 3 – Project Summary | Review current progress of the summary template |  |
| Next meeting date | Date: 2022/09/25  Time: 1:00 PM  Location: Virtual (Discord)  Agenda: Assign Sprint 1 tasks  **Signature:**  Team member 1: James Tory  Team member 2: Joyce Borla  Team member 3: Arghawan Siddiq  Team member 4: Emmanuel Ko |  |
|  | |  |
| **Team 20** | **Capstone Project I**  **Minutes of Meeting # 2**  **Date: 2022/09/25**  **Time: 1:00 PM**  **Location: Virtual (Discord)** |  |
|  | |  |
|  | |  |
| Attendees: | Team member 1: James Tory  Team member 2: Joyce Borla  Team member 3: Arghawan Siddiq  Team member 4: Emmanuel Ko |  |
|  | |  |
| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting |  |  |
| Item # 1 – Brainstorm | Discussed ideas about the overall business plan and features of the project |  |
| Item # 2 – Task Assignment | Assigned the different Sprint 1 tasks to group members |  |
| Next meeting date | Date: 2022/10/02  Time: 11:00 AM  Location: Virtual (Discord)  Agenda: Review Sprint 1 work before submission  **Signature:**  Team member 1: James Tory  Team member 2: Joyce Borla  Team member 3: Arghawan Siddiq  Team member 4: Emmanuel Ko |  |
| **Team 20** | **Capstone Project I**  **Minutes of Meeting # 3**  **Date: 2022/10/02**  **Time: 3:00 PM**  **Location: Virtual (Discord)** |  |
|  | |  |
|  | |  |
| Attendees: | Team member 1: James Tory  Team member 2: Joyce Borla  Team member 3: Arghawan Siddiq  Team member 4: Emmanuel Ko |  |
|  | |  |
| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting |  |  |
| Item # 1 – Feedback | Provided suggestions and feedback on work complete in Sprint 1 |  |
| Item # 2 – Final Tasks | Assigned final small tasks still required for Sprint 1 to group members |  |
| Item # 3 – Sprint 2 | Discussed group member roles and tasks for Sprint 2 |  |
| Next meeting date | Date: 05/10/2022  Time: TBC  Location: Virtual (Discord)  Agenda: Review Sprint 2 work and make any changes to group member tasks if required  **Signature:**  Team member 1: James Tory  Team member 2: Joyce Borla  Team member 3: Arghawan Siddiq  Team member 4: Emmanuel Ko |  |