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| **Team 20** | | **Capstone Project I**  **Minutes of Meeting #4**  **Date: 2022/10/05 Time: 4:00 PM**  **Location: Virtual (Discord)** |  |  |  |  |
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| Attendees: | | Team member 1: James Tory  Team member 2: Joyce Borla  Team member 3: Arghawan Siddiq  Team member 4: Emmanuel Ko |  |  |  |  |
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| **Agenda** | | |  |  |  |  |
| **Item** | **Description** | | **Responsibility** | **Planned completion Date** | **Status**  **% done till date** | **Actual Date** |
| Review of previous meeting |  | |  |  |  |  |
| Tasks Assigned as per previous meeting | Discussed progress on assigned sprint 2 tasks | |  |  |  |  |
| Item # 1 – Project Plan | Clarified work required for plan tasks (RAM, reporting) | | Joyce Borla, Emmanuel Ko | 2022/10/11 | 50% | 2022/10/05 |
| Item # 3 – Team Charter | Discussed project scope, team empowerment, and team operations | | Arghawan Siddiq | 2022/10/11 | 25% | 2022/10/05 |
| Item # 3 – Product Backlog | Added additional user stories. Discussed backlog item priority | | James Tory | 2022/10/09 | 50% | 2022/10/05 |
| Next meeting date | Date: 2022/10/11  Time: 3:00 PM  Location: Virtual (Discord)  Agenda: Review completed work to see if any final changes are required  **Signature:**  Team member 1: James Tory  Team member 2: Joyce Borla  Team member 3: Arghawan Siddiq  Team member 4: Emmanuel Ko | |  |  |  |  |

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| **Team 20** | | **Capstone Project I**  **Minutes of Meeting #5**  **Date: 2022/10/11 Time: 3:00 PM**  **Location: Virtual (Discord)** |  |  |  |  |
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| Attendees: | | Team member 1: James Tory  Team member 2: Joyce Borla  Team member 3: Arghawan Siddiq  Team member 4: Emmanuel Ko |  |  |  |  |
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| **Agenda** | | |  |  |  |  |
| **Item** | **Description** | | **Responsibility** | **Planned completion Date** | **Status**  **% done till date** | **Actual Date** |
| Review of previous meeting |  | |  |  |  |  |
| Tasks Assigned as per previous meeting | Uploaded latest copy of sprint 2 work. Updated sprint progress on Trello | |  |  |  |  |
| Item # 1 – Project Plan | Task complete. Made minor edits based on team feedback. | | Joyce Borla, Emmanuel Ko | 2022/10/11 | 100% | 2022/10/11 |
| Item #2 – Sprint Backlog | Made changes to backlog formatting. | | James Tory | 2022/10/11 | 90% | 2022/10/11 |
| Item #3 – Presentation Slides | Chose Google Slides for presentation software. | | Joyce Borla, Arghawam Siddiq, Emmanuel Ko | 2022/10/21 | 0% | 2022/10/11 |
| Item #4 – Presentation Script | Presentation script to accompany slides. | | James Tory | 2022/10/21 | 0% | 2022/10/11 |
| Next meeting date | Date: 2022/10/16  Time: 3:00 PM  Location: Virtual (Discord)  Agenda: Review progress on presentation slides. Discuss presentation speaking order and script  **Signature:**  Team member 1: James Tory  Team member 2: Joyce Borla  Team member 3: Arghawan Siddiq  Team member 4: Emmanuel Ko | |  |  |  |  |