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| \*\*Team 46\*\* | \*\*Capstone Project I\*\*  \*\*Minutes of Meeting # 1\*\*  \*\*Date:\*\* 16/09/2025 \*\*Time:\*\* 1:30pm  \*\*Location:\*\* Online |
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| Attendees: Team member 1: Steven Team member 2: Kathan Team member 3: Laurence Team member 4: Kenan Team member 5: Soroush |  |

## Agenda

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| Item | Description | Responsibility | Planned Completion Date | Status (% done) | Actual Date |
| Review of previous meeting | N/A | N/A | N/A | N/A | N/A |
| Project kickoff | Discuss project scope and timeline | All team members | 20/09/2025 | 0% | TBD |
| Next meeting date | Date: 23/09/2025  Time: 1:30pm  Location: Online  Agenda: Review project requirements and assign initial tasks  \*\*Signature:\*\*  Team member 1 (Steven): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 2 (Kathan): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 3 (Laurence): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 4 (Kenan): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 5 (Soroush): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |