|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | |  |  |  |  |
| **Team \_14\_** | | **Capstone Project II**  **Minutes of Meeting # \_\_\_**  **Date:, 2023 Time: 12:pm**  **Location: C435** |  |  |  |  |
|  | | |  |  |  |  |
|  | | |  |  |  |  |
| Attendees:  Non-attendees: | | Edward Entecott  Josiah Galloway  Umit Kilinc  Ravkeerat Singh |  |  |  |  |
|  | | |  |  |  |  |
| **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… |  | |  |  |  |  |
| Item # 2… |  | |  |  |  |  |
| Item # 3… |  | |  |  |  |  |
| Next meeting date | Date: , 2023  Time: 12:00pm  Location: C435  Agenda:  **Signature:**  Team member 1: \_Edward Entecott \_\_  Team member 2: \_Ravkeerat Singh\_\_  Team member 3: \_Josiah Galloway\_\_  Team member 4: \_Umit Kilinc \_\_\_\_\_  Team member 5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |  |  |