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| **Team 06** | **Capstone Project II**  **Minutes of Meeting # 1**  **Date: January 6, 2020 Time: 12 pm – 2 pm**  **Location: George Brown Cafeteria** |  |  |  |
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| Attendees: | Team member 1: Akwasi Himah  Team member 2: Alan Pintor  Team member 3: Elder Guerra  Team member 4: Robert Slezak |  |  |  |
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| **Agenda** | |  |  |  |
| **Item** | **Description** | **Responsibility** | **Planned Date** | **Actual Date** |
| Review of previous meeting | N/A |  |  |  |
| Status of Tasks as per previously assigned | N/A |  |  |  |
| Item # 1… | Setup of GitHub project and adding everybody as collaborators | Everybody | Jan 6 2020 | Jan 6 2020 |
| Item # 2… | Creating initial project files | Robert | Jan 6 2020 | Jan 10 2020 |
| Next meeting date | Date: January 7, 2020  Time: 10 am – 12 pm  Location: George Brown C410  Agenda: Start work on project  **Signature:**  Team member 1: Akwasi Himah  Team member 2: Alan Pintor  Team member 3: Elder Guerra  Team member 4: Robert Slezak |  |  |  |

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| **Team 06** | **Capstone Project II**  **Minutes of Meeting # 2**  **Date: January 7, 2020 Time: 10 am – 12 pm**  **Location: George Brown C410** |  |  |  |
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| Attendees: | Team member 1: Akwasi Himah  Team member 2: Alan Pintor  Team member 3: Elder Guerra  Team member 4: Robert Slezak |  |  |  |
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| **Agenda** | |  |  |  |
| **Item** | **Description** | **Responsibility** | **Planned Date** | **Actual Date** |
| Review of previous meeting | N/A |  |  |  |
| Status of Tasks as per previously assigned | Completed |  |  |  |
| Item # 1… | Creating blank pages in project | Robert | Jan 7 2020 | Jan 10 2020 |
| Item # 2… | Deciding responsibility for who will do which pages | Everybody | Jan 7 2020 | Jan 7 2020 |
| Next meeting date | Date: January 13, 2020  Time: 10 am – 1 pm  Location: George Brown E430  Agenda: Discuss everyone’s progress  **Signature:**  Team member 1: Akwasi Himah  Team member 2: Alan Pintor  Team member 3: Elder Guerra  Team member 4: Robert Slezak |  |  |  |

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| **Team 06** | **Capstone Project II**  **Minutes of Meeting # 3**  **Date: January 13, 2020 Time: 10 am – 1 pm**  **Location: George Brown E430** |  |  |  |
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| Attendees: | Team member 1: Akwasi Himah  Team member 2: Alan Pintor  Team member 3: Elder Guerra  Team member 4: Robert Slezak |  |  |  |
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| **Agenda** | |  |  |  |
| **Item** | **Description** | **Responsibility** | **Planned Date** | **Actual Date** |
| Review of previous meeting | N/A |  |  |  |
| Status of Tasks as per previously assigned | Completed |  |  |  |
| Item # 1… | Review of everybody’s progress so far and address any issues | Everybody | Jan 13 2020 | Jan 13 2020 |
| Next meeting date | Date: January 14, 2020  Time: 10 am – 12 pm  Location: George Brown C410  Agenda: Discuss deliverables for sprint 5  **Signature:**  Team member 1: Akwasi Himah  Team member 2: Alan Pintor  Team member 3: Elder Guerra  Team member 4: Robert Slezak |  |  |  |

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| **Team 06** | **Capstone Project II**  **Minutes of Meeting # 4**  **Date: January 14, 2020 Time: 10 am – 12 pm**  **Location: George Brown C410** |  |  |  |
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| Attendees: | Team member 1: Akwasi Himah  Team member 2: Alan Pintor  Team member 3: Elder Guerra  Team member 4: Robert Slezak |  |  |  |
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| **Agenda** | |  |  |  |
| **Item** | **Description** | **Responsibility** | **Planned Date** | **Actual Date** |
| Review of previous meeting | N/A |  |  |  |
| Status of Tasks as per previously assigned | Completed |  |  |  |
| Item # 1… | Planning deliverables for sprint 5 and assigning responsibilities to each team member | Everybody | Jan 14 2020 | Jan 14 2020 |
| Next meeting date | Date: January 20, 2020  Time: 10 am – 2 pm  Location: George Brown Cafeteria  Agenda: Discuss everyone’s progress on development and discuss next steps  **Signature:**  Team member 1: Akwasi Himah  Team member 2: Alan Pintor  Team member 3: Elder Guerra  Team member 4: Robert Slezak |  |  |  |