|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Team 3**  **Capstone Project II**  **Minutes of Meeting #2022-1**  **Date: Jan 12, 2022**  **Time: 3pm**  **Location: Remote** | | | | | |
| Attendees:  Team member 1: Yoo Kyung Baek  Team member 2: Sunny Arun  Team member 3: Xiaolin Wang  Team member 4: Ke Wang  Team member 5: Tan Loi Ngo | | | | | |
| **Agenda** | | | | | |
| **Item** | **Description** | **Responsibility** | **Planned completion Date** | **Status**  **% done till date** | **Actual Date** |
| Review of previous meeting | Catch up from last semester |  | 1/12 | 100 | 1/12 |
| Tasks Assigned as per previous meeting | N/A |  |  |  |  |
| Item # 1… | Capstone Sprint 5 Task assigned | Meeting minute  Revision  Project Report | 2/6 |  |  |
| Item # 2… | Figma sharing |  | 1/31 | 50% | 1/12 |
| Item # 3… |  |  |  |  |  |
| Next meeting date | Date: 1/19  Time: 3pm  Location: Remote  Agenda: Sprint 5, Development start |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Team 3**  **Capstone Project II**  **Minutes of Meeting #2022-1**  **Date: Jan 19, 2022**  **Time: 3pm**  **Location: Remote** | | | | | |
| Attendees:  Team member 1: Yoo Kyung Baek  Team member 2: Sunny Arun  Team member 3: Xiaolin Wang  Team member 4: Ke Wang  Team member 5: Tan Loi Ngo | | | | | |
| **Agenda** | | | | | |
| **Item** | **Description** | **Responsibility** | **Planned completion Date** | **Status**  **% Done till date** | **Actual Date** |
| Review of previous meeting | Capstone Project |  | 1/12 | 100 | 1/12 |
| Tasks Assigned as per previous meeting | Capstone Sprint 5 Task assigned | Meeting minute  Revision  Project Report | 2/6 | 80% | 1/19 |
| Item # 1… | Figma sharing |  | 1/31 | 80% | 1/19 |
| Item # 2… | Back-end Development | Review MongoDB and Mongoose | 2/5 |  |  |
| Item # 3… |  |  |  |  |  |
| Next meeting date | Date: 1/26  Time: 3pm  Location: Remote  Agenda: Submission of Sprint 5 |  |  |  |  |