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|  | **Hobby Store Online Platform** |
| Minutes of Meeting | |
| **Version 1.0.0** | |
| 9/30/2018 | |

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| **Team 02** | **Capstone Project I**  **Minutes of Meeting # 1**  **Date: October 5th, 2018**  **Time: 12:00 PM**  **Location: 160 Kendal Ave, Toronto, ON** |  |
| Attendees: | Team member 1: Nolan Honey Team member 3: Jan Farun  Team member 2: Harry Archer Team member 4: Saif Mustaf |  |
| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting | Review all the material that was included in Sprint 1 and start working on Sprint 2. | Jan Farun  Saif Mustaf  Nolan Honey  Harry Archer |
| Item # 1… | Product Backlog | Jan Farun |
| Item # 2… | Sprint Backlog | Jan Farun |
| Item # 3… | Project Plan + Team Charter | Nolan Honey  Harry Archer |
| Next meeting date | Date: October 12, 2018  Time: 12:00 PM  Location: 160 Kendal Ave  Agenda: Explore software platforms.  **Signature:**  Team member 1: Nolan Honey Team member 3: Jan Farun  Team member 2: Harry Archer Team member 4: Saif Mustaf |  |