|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Team: T31** | | | **Capstone Project II**  **Minutes of Meeting # 9**  **Date: April 10, 2020**  **Time: 4:00 pm**  **Location: Collaborate** | | | | | |
| Attendees: | Team member 1: Kashyap Gauswami  Team member 2: Shivkumar Kashyapbhai Guard  Team member 3: Nishtha Jagdishbhai Ramani  Team member 4: Karan Jaydipbhai Patel  Team member 5: Vivek Ketankumar Vaidya | | | | | | | |
| **Agenda** | | | | | | | | |
| **Item** | | | **Description** | | **Responsibility** | | **Planned Date** | **Actual Date** |
| Review of previous meeting | | | Team members discussed about the presentation possibilities and the progress and debugging for the project | | Kashyap Gauswami | | 10/04/2020 | 10/04/2020 |
| Tasks assigned as per previous meeting | | | 1. Review the progress of the application | | All Group Members | | 10/04/2020 | 10/04/2020 |
| 1. Discuss the hinderances for the application | | All Group Members | | 10/04/2020 | 10/04/2020 |
| 1. Review and correct any/all errors | | All Group Members | | 10/04/2020 | 10/04/2020 |
| 1. Final Presentation | | All Group Members | | 13/04/2020 | 16/04/2020 |
| **Status of Tasks as per previously assigned** | | | | | | | | |
| Item # 1… | | Task completed. | | | | | | |
| Item # 2… | | Task completed. | | | | | | |
| Item # 3… | | Task completed. | | | | | | |
| Item # 4… | | In progress. | | | | | | |
| **Next meeting date** | | | | | | | | |
| **Date**: | | | | **Time**: | | **Location**: | | |
| **Agenda**: | | | | | | | | |
| **Signature:**  Team member 1: Kashyap Gauswami  Team member 2: Shivkumar Kashyapbhai Guard  Team member 3: Nishtha Jagdishbhai Ramani  Team member 4: Karan Jaydipbhai Patel  Team member 5: Vivek Ketankumar Vaidya | | | | | | | | |