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| **Team 15** | | **Capstone Project I**  **Minutes of Meeting #2**  **Date: Friday, 14 September 2020**  **Time: 1:00 pm EDT**  **Location: Virtual Meeting at Jitsi Meet** | | | |
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| Attendees: | Kamrun Nahar Liza  Rajesh Bista  Shishir Das | | Sudeep Manandhar  Suvash Sharma | | |
| **Agenda** | | | | | |
| **Item** | **Description** | | | **Responsibility** | |
| Review of previous meeting (Friday, 11 September 2020) | | | | | |
|  | Update of tasks assigned: | | |  | |
|  | * The work on proposal is ongoing. All members are requested to provide opinion for development of the proposal. | | | Sudeep Manandhar | |
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| Item #1 | With utmost gratitude, Mr. Safkat Nirjash, Senior Software Engineer of Ceridian Canada was invited to the meeting to obtain a professional opinion of the project. | | | Kamrun Nahar Liza | |
| Item # 2 | The feedback from Mr. Safkat was incorporated into the proposal. (Attached-CapP 14092020.docx). | | | Sudeep Manandhar  Rajesh Bista | |
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| Next meeting | Date: Wednesday, 16 September 2020  Time: 9:00 pm EDT  Location: <https://jitsi.org/jitsi-meet/>  Agenda:   1. Finalizing the proposal 2. AOB   **Signature:**  Kamrun Nahar Liza  Rajesh Bista  Shishir Das  Sudeep Manandhar  Suvash Sharma | | |  | |