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| **Team 15** | | **Capstone Project I**  **Minutes of Meeting # 6**  **Date: Friday, 25 September 2020**  **Time: 9:00 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** |
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| Review of previous meeting (Wednesday, 16 September 2020) | | | | |
|  | Update of tasks assigned: | | | |
| The proposal was presented to professor Anjana Shah, who provided feedback of utmost value. | | | Sudeep Manandhar |
| Prepare a presentation for presenting the capstone project idea | | | Rajesh Bista |
| Submit project summary document on behalf of the team| | | | Sudeep Manandhar |
| Prepare for prioritization of features for next meeting | | | Kamrun Nahar Liza  Shishir Das |
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| Item #1 | Prof Anjana Shah approved the idea “Short Term Workspace Management App Project” that we presented. The feedback received were discussed upon and incorporated into the project. | | | All Attendees |
| Item #2 | The name of the project was changed to “Temporary Workspace Management App Project” | | | All Attendees |
| Item #3 | The scope of the project will be defined before the next meeting. | | | Sudeep Manandhar |
| Item #4 | The prioritization of the features will be completed in the next meeting and made realistic and achievable in the given timeframe. Either MoSCoW analysis or Kano Model will be implemented for prioritization. | | | Kamrun Nahar Liza  Shishir Das |
| Item #5 | The responsibilities of document preparation for sprint 1 and associated R&D tasks were distributed among the members: | | | All Attendees |
| Revised Project Summary, Project Introduction and Product Positioning | | | Sudeep Manandhar |
| High-Level Requirements | | | Rajesh Bista |
| Stakeholders, User Descriptions, Personas and User stories | | | Kamrun Nahar Liza  Shishir Das |
| Assumptions and Constraints | | | Suvash Sharma |
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| Next meeting | Date: Sunday, 27 September 2020  Time: 3:00 pm EDT  Location: Riverdale Park East, Toronto  Agenda:   1. Review of the presentation 2. Prioritization of features 3. AOB   **Signature:**  Kamrun Nahar Liza  Rajesh Bista  Shishir Das  Sudeep Manandhar  Suvash Sharma | | |  |