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| **Team 15** | | **Capstone Project I**  **Minutes of Meeting # 7**  **Date: Sunday, 27 September 2020**  **Time: 3:00 pm EDT**  **Location: Riverdale Park East, Toronto** | | |
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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 (Friday, 25 September 2020) | | | | |
|  | Update of tasks assigned: | | | |
| The scope of the project was defined. | | | Sudeep Manandhar |
| The features were revised, and probable prioritization of the listed features was discussed. MoSCoW analysis was selected as the prioritization method. | | | Kamrun Nahar Liza  Shishir Das |
| Revised Project Summary, Project Introduction and Product Positioning were prepared.| | | | Sudeep Manandhar |
| High-Level Requirements document was prepared and printed. | | | Rajesh Bista |
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| Item #1 | High-Level Requirements document was reviewed. | | | Sudeep Manandhar  Suvash Sharma |
| Item #2 | MoSCoW analysis was conducted and divided into 4 MoSCoW categories. Votes taken on every feature to categorize. | | | All Attendees |
| Item #3 | ‘Must have, Should have, Could have, Will not have’ list is prepared | | | Kamrun Nahar Liza |
| Item #4 | The prioritized feature list is discussed, revised, and finalized as per the timeframe, scope, feasibility and MoSCoW analysis’s result. | | | All Attendees |
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| Next meeting | Date: Friday, 02 October 2020  Time: 3:00 pm EDT  Location: <https://jitsi.org/jitsi-meet/>  Agenda:   1. Review of the Sprint 1 deliverables prepared so far 2. Design Personas 3. Define User Stories 4. AOB   **Signature:**  Kamrun Nahar Liza  Rajesh Bista  Shishir Das  Sudeep Manandhar  Suvash Sharma | | |  |