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| **Team 15** | | **Capstone Project I**  **Minutes of Meeting # 9**  **Date: Friday, 09 October 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** |
| Review of previous meeting (Wednesday, 07 October 2020) | | | | |
|  | Update of tasks assigned: | | | |
| Updated the progress of project charter document | | | Kamrun Nahar Liza |
|  | Updated the progress of the project plan from part 1-6 | | | Rajesh Bista, Suvash Sharma |
|  | Updated the progress and revised part of WBS | | | Sudeep Manandhar |
|  | Presented the draft of communication section of the project plan and the status of minutes. | | | Shishir Das |
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| Item #1 | Discussed and drafted sprint-wise categorization of WBS tasks | | | All Attendees |
| Item #3 | Finalized the list of project deliverables, dependancies and communication sections. | | | All Attendees |
| Item #4 | Discussed on how to present information on task listing section 9 of project plan. | | | All Attendees |
| Item #5 | Reviewed and discussed on the project charter document | | | All Attendees |
| Item #6 | Finalized risk management section | | | All Attendees |
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| Next meeting | Date: Sunday, 11 October 2020  Time:8:00 pm EDT  Location: <https://jitsi.org/jitsi-meet/>  Agenda:   1. Discuss on the Sprint 2 documents ready for submission 2. Review Sprint 2 documents for final submission 3. AOB   **Signature:**  Kamrun Nahar Liza  Rajesh Bista  Shishir Das  Sudeep Manandhar  Suvash Sharma | | |  |