|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | |  |
| **Team 15** | | **Capstone Project II**  **Minutes of Meeting # 22**  **Date: Friday, 29 January 2021**  **Time: 8:00 pm EDT**  **Location: Virtual Meeting at Jitsi Meet** | | |
|  | | | |  |
| Attendees: | Kamrun Nahar Liza  Rajesh Bista  Shishir Das | | Sudeep Manandhar  Suvash Sharma | |
| **Agenda** | | | | |
| **Item** | **Description** | | | **Responsibility** |
| Review of meeting #22 action plan | | | | |
|  | MS Project issue solved. | | | Sudeep Manandhar |
|  | Reported progress on Sprint 5 development tasks. | | | All Attendees |
|  | | | | |
| Item #1 | Showed demo of Sprint 5 tasks. | | | All Attendees |
| Item #2 | Discussed, provided feedback, and solved issues in the tasks. | | | All Attendees |
| Item #3 | Prepared status report of Sprint 5. | | | Shishir Das  Sudeep Manandhar |
|  | | | | |
| Next meeting | Date: Thursday, 04 February 2021  Time: 7:00 PM EDT  Location: Virtual Meeting at Jitsi Meet  Agenda:   1. Prepare presentation and plan for the next sprint 2. AOB   **Signature:**  Kamrun Nahar Liza  Rajesh Bista  Shishir Das  Sudeep Manandhar  Suvash Sharma | | |  |