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| **Team 15** | | **Capstone Project II**  **Minutes of Meeting # 25 – Sprint Review Meeting**  **Date: Thursday, 11 February 2021**  **Time: 7:00 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 meeting #24 action plan | | | | |
|  | Plan vs Achievement for Sprint 6 was assessed | | | All Attendees |
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| Item #1 | The sprint completion status was assessed to be 70% hence Overall Project health was marked Yellow. | | | All Attendees |
| Item #2 | The incomplete activities from sprint 6 was carried over to sprint 7. The detail is presented in Project Status Report 2. | | | All Attendees |
| Item #3 | The responsibility of preparing status report for sprint 6 was handed over to Kamrun Nahar Liza and Rajesh Bista. | | | All Attendees |
| Item #4 | Discussed about format of the upcoming presentation on status report. | | | Sudeep Manandhar |
| Item #5 | Distributed parts of presentation to all the team members. | | | All Attendees |
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| **Next meeting** | | | | |
|  | Date: Monday, 15 February 2021  Time: 7:00 PM EDT  Location: Virtual Meeting at Jitsi Meet  Agenda:   1. Plan for Sprint 7 2. AOB   **Signature:**  Kamrun Nahar Liza  Rajesh Bista  Shishir Das  Sudeep Manandhar  Suvash Sharma | | |  |