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| **Team 15** | | **Capstone Project II**  **Minutes of Meeting # 26 – Sprint Planning Meeting**  **Date: Monday, 15 February 2021**  **Time: 1:00 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 #25 action plan | | | | |
|  | The presentation was finalized and rehearsed. | | | All Attendees |
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| Item #1 | The plan for sprint 7 was finalized based on the Status Report 2. | | | All Attendees |
| Item #2 | Tasks were included with priority assessment and assigned to team members with estimated time frame. | | | All Attendees |
| Item #3 | Discussion was conducted over technical issues and design flaws. The team made decisions for fixing these issues. | | | All Attendees |
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| **Next meeting** | | |
|  | Date: Saturday, 27 February 2021  Time: 7:00 PM EDT  Location: Virtual Meeting at Jitsi Meet  Agenda:   1. Sprint review meeting Sprint 7 2. AOB   **Signature:**  Kamrun Nahar Liza  Rajesh Bista  Shishir Das  Sudeep Manandhar  Suvash Sharma |  |