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| **Team 15** | | **Capstone Project II**  **Minutes of Meeting # 27 – Sprint Review Meeting**  **Date: Saturday, 27 February 2021**  **Time: 10:00 am 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 #26 action plan | | | | |
|  | Plan vs Achievement for Sprint 7 was assessed. | | | All Attendees |
|  | The responsibility of completing the Project Status Report 3 was handed over to Sudeep Manandhar and Suvash Sharma.   * As the deadline for submission is 28th February, and no one had time to work on the report before this meeting due to exams, all the members are to help with the preparation of the report. | | | All Attendees |
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| Item #1 | The sprint completion status was assessed to be 65% of the hence Overall Project health was marked Yellow. | | | All Attendees |
| Item #2 | The incomplete tasks from sprint 7 were carried over to sprint 8. The detail is presented in Project Status Report 3. | | | All Attendees |
| Item #3 | The Documentation System of the project was omitted, as it has already been implemented in relevant components, thus would be redundant to present it as a separate milestone. | | | All Attendees |
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| **Next meeting** | | | | |
|  | Date: Monday, 01 March 2021  Time: 7:00 PM EDT  Location: Virtual Meeting at Jitsi Meet  Agenda:   1. Plan for Sprint 8 2. AOB   **Signature:**  Kamrun Nahar Liza  Rajesh Bista  Shishir Das  Sudeep Manandhar  Suvash Sharma | | |  |