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| **Team 15** | | **Capstone Project II**  **Minutes of Meeting # 28 – Sprint Planning Meeting**  **Date: Monday, 01 March 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 #27 action plan | | | | |
|  | The Sprint 7 status status report was submitted. | | | All Attendees |
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| Item #1 | The plan for Sprint 8 was finalized based on Status Report 3 | | | All Attendees |
| Item #2 | Plan for Spring 8 was prepared. Tasks were included with priority assessment and assigned to team members with estimated time frame. | | | All Attendees |
| Item #3 | Discussed the latest bugs and technical issues and worked on solutions. | | | All Attendees |
| Item #4 | The challenge of managing duration of package purchase in the system was discussed.  Team reached a decision to change the monthly transactions to weekly transactions. Hourly calendar for a week will be published in the package purchase section, | | | All Attendees |
|  | | | | |
| **Next meeting** | | | | |
|  | Date: Saturday, 20 March 2021  Time: 7:00 PM EDT  Location: Virtual Meeting at Jitsi Meet  Agenda:   1. Sprint review meeting Sprint 8 2. AOB   **Signature:**  Kamrun Nahar Liza  Rajesh Bista  Shishir Das  Sudeep Manandhar  Suvash Sharma | | |  |