|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | |  |
| **Team 15** | | **Capstone Project II**  **Minutes of Meeting # 29 – Sprint Review Meeting**  **Date: Saturday, 20 March 2021**  **Time: 7:00 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 #28 action plan | | | | |
|  | Plan vs Achievement for Sprint 8 was assessed. | | | All Attendees |
|  | | | | |
| Item #1 | The sprint completion status was assessed to be 90%, hence overall project health was marked green. | | | All Attendees |
| Item #2 | The incomplete tasks from sprint 8 were carried over to sprint 9. The detail is presented in Project Status Report 4. | | | All Attendees |
| Item #3 | The responsibility of finalizing the status report IV for sprint 8 as discussed in the meeting was handed over to Rajesh Bista and Shishir Das. | | | All Attendees |
|  | | | | |
|  | | | | |
|  | | | | |
| **Next meeting** | | | | |
|  | Date: Monday, 22 March 2021  Time: 7:00 PM EDT  Location: Virtual Meeting at Jitsi Meet  Agenda:   1. Plan for Sprint 9 2. AOB   **Signature:**  Kamrun Nahar Liza  Rajesh Bista  Shishir Das  Sudeep Manandhar  Suvash Sharma | | |  |