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| **Team 15** | | **Capstone Project I**  **Minutes of Meeting # 3**  **Date: Wednesday, 16 September 2020**  **Time: 9:00 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 previous meeting (Monday, 14 September 2020) | | | | | |
|  | Update of tasks assigned: | | |  | |
| The proposal document was finalized with inputs from all the members. | | | Sudeep Manandhar | |
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| Item #1 | The proposal summary will be edited as discussed (Attached-CapP 16092020.docx). | | | Shishir Das | |
| Item #2 | The proposal will be submitted before midnight. | | | Sudeep Manandhar | |
| Item #3 | The presentation will be prepared by tomorrow morning 10:00 am. | | | Rajesh Bista | |
| Item #4 | The proposal will be presented in front of the professor as discussed. | | | Sudeep Manandhar  Kamrun Nahar Liza | |
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| Next meeting | Date: Wednesday, 18 September 2020  Time: 1:00 pm EDT  Location: <https://jitsi.org/jitsi-meet/>  Agenda:   1. Review of the presentation 2. AOB   **Signature:**  Kamrun Nahar Liza  Rajesh Bista  Shishir Das  Sudeep Manandhar  Suvash Sharma | | |  | |