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| **Team 15** | | **Capstone Project I**  **Minutes of Meeting # 8**  **Date: Wednesday, 07 October 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 (Sunday, 27 September 2020) | | | | |
|  | Update of tasks assigned: | | | |
| Updated the finalized project scope, project summary | | | Sudeep Manandhar |
| Presented the app features prioritization based on MoSCow analysis | | | Kamrun Nahar Liza  Shishir Das |
| Finalized high-level requirement documents, user-persona and user stories | | | All Attendees |
| Presented Assumptions and Constraints | | | Suvash Sharma |
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| Item #1 | Reviewed and discussed the Sprint 1 documents | | | All Attendees |
| Item #2 | Agreed upon to speed up the work on Sprint 1 documents so that submission could be done latest by 9 October 2020 | | | All Attendees |
| Item #3 | Identified and discussed the problems encountered during the preparation of Sprint 1 documents. | | | All Attendees |
| Item #4 | Decided to start working on Sprint 2 documents side by side. | | | All Attendees |
| Item #5 | Shared the Sprint 2 documents and explained the requirements | | | Sudeep Manandhar |
| Item #6 | Developed the draft action plan for Sprint 2. | | | All Attendees |
| Item #7 | Agreed to complete the draft version of Sprint 2 submission as early as possible to meet the deadlines. | | | All Attendees |
| Next meeting | Date: Friday, 09 October 2020  Time: 9:00 pm EDT  Location: <https://jitsi.org/jitsi-meet/>  Agenda:   1. Review the status of Sprint 2 documents 2. Discuss and present the progress on the project 3. AOB   **Signature:**  Kamrun Nahar Liza  Rajesh Bista  Shishir Das  Sudeep Manandhar  Suvash Sharma | | |  |