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| **Team 15** | | **Capstone Project I**  **Minutes of Meeting # 10**  **Date: Sunday, 11 October 2020**  **Time: 8:00 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 Sprint 2 action plan | | | | |
|  | Checked carefully the list of tasks outlined in action plan and marked the unfinished tasks. | | | All Attendees |
|  | Reviewed and updated the completed portions of Sprint 2 documents. | | | Sudeep Manandhar |
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| Item #1 | Discussed the reasons and consequences of not meeting the Sprint 2 submission deadline. | | | All Attendees |
| Item #2 | Agreed upon to inform and request professor for 1 day extension. | | | All Attendees |
| Item #3 | Prepared action plan for the tasks to be completed so that submission could be made within the extended deadline. | | | All Attendees |
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| Next meeting | Date: Monday, 12 October 2020  Time: 7:00 pm EDT  Location: <https://meet.jit.si/CrazyWithCapstone>  Agenda:   1. Review and finalize the complete Sprint 2 documents for submission 2. AOB   **Signature:**  Kamrun Nahar Liza  Rajesh Bista  Shishir Das  Sudeep Manandhar  Suvash Sharma | | |  |