|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | |  |  |  |
| **Team 27**  **Capstone Project I**  **Minutes of Meeting #8**  **Date:** November 25, 2019  **Time:** 9.00pm – 9.30pm  **Location:**  WhatsApp Video Call | | | | | |
|  | | |  |  |  |
| Attendees: | | Team member 1: Vladyslav Bordiug  Team member 2: Parisa Khataei  Team member 3: Nadezhda Mokhireva  Team member 4: Mahdi Esmaeelpour | | |  |
| **Agenda** | | |  |  |  |
| **Item** | **Description** | | **Responsibility** | **Planned Date** | **Actual Date** |
| Review the last meeting | Remind everyone of the outcomes and decisions of the last meeting based on the Minutes of Meeting #7 document. | | Mahdi and Vladyslav | November 25, 2019 | November 25, 2019 |
| Discuss presentation requirements | Read the presentation requirements, make sure every team member understands what should be delivered. Discuss any areas that might be hard to showcase (e.g visual representation, live demo etc.) | | Nadezhda | November 25, 2019 | November 25, 2019 |
| Divide the work | After the areas of concern are identified, team members choose their work, keeping in mind everyone’s skills, areas of knowledge and personal preferences. | | All team members | November 25, 2019 | November 25, 2019 |
| Document the conversation | Write down the highlights of the meeting; work on the Minutes of Meeting #8 document and the draft for the presentation that documents everyone’s responsibilities | | Parisa | November 25, 2019 | November 25, 2019 |
| Agree on the next meeting details | Date: November 27, 2019  Time: 8pm – 9pm (subject to change)  Location: Casa Loma Campus Library  Agenda: Practice the final presentation  **Signature:**  Team member 1: Vladyslav Bordiug  Team member 2: Parisa Khataei  Team member 3: Nadezhda Mokhireva  Team member 4: Mahdi Esmaeelpour | | All team members agreed | November 25, 2019 | November 25, 2019 |