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| **Team 27**  **Capstone Project I**  **Minutes of Meeting #9**  **Date:** November 27, 2019  **Time:** 8.30pm – 9.30pm  **Location:**  Starbucks at Dupont and Christie | | | | | |
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| 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 #8 document. | | Mahdi | November 27, 2019 | November 27, 2019 |
| Review presentation requirements | Read the presentation requirements once again, make sure every team member is ready to deliver their part. | | Vladyslav | November 27, 2019 | November 27, 2019 |
| Test the required software and resources | Try to launch the presentation in order to make sure that all the parts of it work properly (for example, the links redirect to the needed pages, the files are present and readable) | | Nadezhda | November 27, 2019 | November 27, 2019 |
| Go through the process of presenting | Practice the flow and the team coordination: every member must know their time to speak | | All team members | November 27, 2019 | November 27, 2019 |
| Record the time of everyone’s speech | Make sure the presentation does not exceed the allowed time | | Mahdi | November 27, 2019 | November 27, 2019 |
| Document the conversation | Write down the highlights of the meeting; work on the Minutes of Meeting #9 document and the PowerPoint slides, back up the text documents with the members’ speeches | | Parisa | November 27, 2019 | November 27, 2019 |
| By signing here, I confirm that I will come for the final presentation on time and prepared | **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 27, 2019 | November 27, 2019 |