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| **Team: T27** | **Capstone Project I**  **Minutes of Meeting # 1**  **Date: September 20, 2019**  **Time: 4:00pm – 4:40pm**  **Location: George Brown College Casa Loma, Library** |  |
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| Attendees: | Team member 1: Nadia Mokhireva  Team member 2: Parisa Khataei  Team member 3: Muhammad Talha Sultan  Team member 4: Vladyslav Bordiug  Team member 5: Mahdi Esmaeelpour |  |
| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review project plan | Read and discuss the document, clarify expectations and deliverables | Parisa Khataei |
| Correct the plan | Finalize the project scope, adjust the time allocated for each task to the sprint deadline | Mahdi Esmaeelpour |
| Review sprint 1 deliverables | Discuss the deliverables of sprint 1 and make sure every team member understands it and is ready to commit | Nadia Mokhireva |
| Divide the work for sprint 1 among team members | After the outcomes are discussed, each team member picks the part of work they agree to do, depending on their skillset, personal preferences and other team members’ opinion. | All members |
| Set time and location for the next meeting | Takes every team member’s availability into account and decide on where and when the next meeting will take place | Vladyslav Bordiug |
| Document the meeting results | Write down the key points what were discussed during the meeting | Nadia Mokhireva |
| Next meeting date | Date: Monday, September 23, 2019  Time: 6:00pm – 6:30pm  Location: Toronto Public Library Deer Park Branch (Yonge & St.Clair)  Agenda: review the progress of sprint 1, make necessary adjustments to work division among members  **Signatures:**  Team member 1: Nadia Mokhireva  Team member 2: Parisa Khataei  Team member 3: Muhammad Talha Sultan  Team member 4: Vladyslav Bordiug  Team member 5: Mahdi Esmaeelpour | All team members are responsible for attending the meeting;  Talha Sultan will be sending out a reminder |