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| **Team: T27** | **Capstone Project I**  **Minutes of Meeting # 1**  **Date: Monday, September 23, 2019**  **Time: 6:00pm – 6:30pm**  **Location: Toronto Public Library Deer Park Branch (Yonge & St.Clair)** |  |
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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 last meeting | Remind the team what was discussed last time and what consensus was reached | Talha Sultan |
| Review the progress of sprint 1 | Overview each member’s progress in order to find out which adjustments are necessary; fix inconsistences. Compare what is done to what is left to do in sprint 1 | Nadia Mokhireva |
| Make necessary adjustments to work division among members | Re-divide the work so that the sprint deadline is met. Split large time-consuming tasks into smaller sub-tasks and assign them to different members | Mahdi Esmaeelpour |
| Set the final review time | Decide on when every member is to upload their work to the project remote repository. This work will then undergo peer review within the group | Parisa Khataei |
| Set time and location for the next meeting | Consider every member’s availability and decide on where and when the next meeting will be held | Vladyslav Bordiug |
| Document the meeting results | Write down the key points what were discussed during the meeting for further reference | Nadia Mokhireva |
| Next meeting date | Date: Monday, September 30, 2019  Time: 6:00pm – 6:30pm (subject to change)  Location: Toronto Public Library Deer Park Branch (Yonge & St.Clair)  Agenda: prepare to start sprint 2, review the expected outcomes and assign the tasks to team 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;  Parisa Khataei will be sending out a reminder |