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| **Team: T27** | **Capstone Project I**  **Minutes of Meeting # 3**  **Date: October 3, 2019 Time: 10:00 – 12:00**  **Location: George Brown College Casa Loma, Library** |  |  |  |
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| Attendees: | Team member 1: Nadezhda Mokhireva  Team member 2: Parisa Khataei  Team member 3: Muhammad Talha Sultan  Team member 4: Vladyslav Bordiug  Team member 5: Mahdi Esmaeelpour |  |  |  |
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| **Agenda** | |  |  |  |
| **Item** | **Description** | **Responsibility** | **Planned Date** | **Actual Date** |
| Review of previous meeting | Reviewing the sprint1, make some essential note from previews that. We divided sprint2 among member. | All team attended in group video call | Monday, September23, 2019/ 6:00-pm | Monday, September23, 2019/ 6:30-pm |
| Tasks assigned as per previous meeting | Tasks are divided among team members. We decided to separate deliverable:  - Project Plan + Team Charter: Nadezhda/Milad - Minutes of Meeting/s: Parisa  - Product Backlog: Vladyslav - Sprint Backlog: Vladyslav | All team members are responsible for attending the meeting. | Monday, September23, 2019/ 6:00pm-7:00pm | Tuesday, September 24, 2019 / 7:00pm -8:00 |
| Prepare questions | Team members have some questions about sprint2, such as minutes of meeting template/ charter/dependencies in project plan/reporting | Talha / Parisa | Thursday, October03,2019/  10:00pm | Thursday, October02,2019  10:30pm – 11:00 pm |
| Product Backlog/Sprint Backlog | Talked about what he did in product backlog which he was Writing about Client and Technician, that what they needed from application so that they can follow what they want to do with that. | Vladyslav | Thursday, October03,2019/  11:00pm | Thursday, October02,2019  11:00pm- 11:30pm |
| Project plan/Team Charter | Talked about how to write project plan template/ taking some note to what it should be in plan document. And dividing this task between Nadezhda and Milad | Milad and Nadezhda | Thursday, October03,2019/  11:00pm | Thursday, October03,2019/  11:30pm-12 |
| Minutes of Meeting | For this document we made some note that when we going to finish the documentation for each person. | Parisa | Thursday, October03,2019/  10:00pm | Thursday, October03,2019/  10:00pm |
| Next meeting date | Date: Monday, October 09, 2019  Time: 12:00pm – 1pm  Location: College Library  Agenda: review the progress of sprint 2, make necessary adjustments to work division among members for next task  **Signatures:**  Team member 1: Nadezhda 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 |  |  |