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| **Team 27**  **Capstone Project I**  **Minutes of Meeting #4**  **Date:** October 22, 2019  **Time:** 4.30pm – 5.20pm  **Location:**  Starbucks Coffeeshop at Monarch Park and Danforth | | | | | |
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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 | | |  |
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| **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 #3 document | | Parisa | October 22, 2019 (meeting took place on October 3rd, 2019) | October 22, 2019 |
| Overview the current state of project | The team connected via the group call to make sure everyone is aware of the current project state prior to meeting in person | | All team members were on the call, Nadezhda sent out reminders | October 22, 2019 | October 21, 2019 |
| Discuss the tasks of sprint 3 | Read through the deliverables of sprint 3, discuss and make sure everyone understands the requirements | | Mahdi | October 22, 2019 | October 22, 2019 |
| Redistribute the workload | Due to the quitting of one team member, the plan for the sprint has to be refactored. After a detailed discussion of the tasks, they were distributed based on the members’ skillset and availability | | Team members picked their own work | October 22, 2019 | October 22, 2019 |
| Discuss the presentation | Analyze the presentation, consider the areas to improve and to focus on for the second presentation | | Parisa | October 22, 2019 | October 22, 2019 |
| Document the conversation | Write down the key points mentioned during the meeting; work on the Minutes of Meeting #4 document | | Mahdi | October 22, 2019 | October 22, 2019 |
| Agree on the next meeting details | Date: October 25, 2019  Time: TBD, probably 3pm – 4pm  Location: Casa Loma Campus Library  Agenda: Review the sprint progress, re-distribute the workload, if necessary  **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, Vladyslav will book the room | October 22, 2019 | October 22, 2019 |