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| **Team 27**  **Capstone Project I**  **Minutes of Meeting #6**  **Date:** November 5, 2019  **Time:** 7.30pm – 8.10pm  **Location:**  The group connected via WhatsApp group call | | | | | |
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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 #5 document. The planned meeting on October 28 didn’t take place due to team member’s sickness | | Parisa | October 28, 2019 | November 5, 2019 |
| Discuss the sprint progress | Every team member briefly described the progress they are making | | All team members reported | November 5, 2019 | November 5, 2019 |
| Decide whether it’s needed to redistribute the workload | All team members are completing their tasks as planned, thus there’s no need to make changes to the work distribution | | Nadezhda | November 5, 2019 | November 5, 2019 |
| Set the planned deadline to complete the sprint | Agree on a set time when everyone should be able to send their work to the team leader for submission | | Vladyslav | November 5, 2019 | November 5, 2019 |
| Document the conversation | Write down the highlights of the meeting; work on the Minutes of Meeting #6 document | | Mahdi | November 5, 2019 | November 5, 2019 |
| Agree on the next meeting details | Date: November 15, 2019  Time: 7pm – 7.30pm  Location: Casa Loma Campus Library  Agenda: Final review the sprint progress to ensure all tasks are completed before the deadline; submit the sprint materials  **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 5, 2019 | November 5, 2019 |