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| **Team 27**  **Capstone Project I**  **Minutes of Meeting #7**  **Date:** November 15, 2019  **Time:** 7.00pm – 8.00pm  **Location:**  Casa Loma Campus Library | | | | | |
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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 #6 document. | | Mahdi | November 15, 2019 | November 15, 2019 |
| Discuss the sprint progress | Every team member reported on their progress they are making | | All team members | November 15, 2019 | November 15, 2019 |
| Decide whether the team is ready to submit | Everyone’s work was merged into a single document and appropriately styled. The document was peer-reviewed to approve for submission. | | Nadezhda and Vladyslav | November 15, 2019 | November 15, 2019 |
| Document the conversation | Write down the highlights of the meeting; work on the Minutes of Meeting #7 document | | Parisa | November 15, 2019 | November 15, 2019 |
| Agree on the next meeting details | Date: November 23, 2019  Time: 7pm – 7.30pm  Location: Casa Loma Campus Library / WhatsApp Group Call  Agenda: Practice for the final presentation, evaluate the team’s overall term performance  **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 15, 2019 | November 15, 2019 |