|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | |  |  |  |
| **Team 27**  **Capstone Project I**  **Minutes of Meeting #8**  **Date:** January 09, 2019  **Time:** 6.00pm – 7.30pm  **Location:**  Casa Loma Campus Library | | | | | |
|  | | |  |  |  |
| 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 #7 document and the Final Presentation feedback. | | Mahdi | January 9, 2020 | January 9, 2020 |
| Overview the current state of project | Every team member reported on their progress they are making. Based on that, overall project health was evaluated and documented | | All team members | January 9, 2020 | January 9, 2020 |
| Discuss the tasks of sprint 5 | Discuss the deliverables of sprint 5 and make sure everyone understands what is to be done | | Vladyslav | January 9, 2020 | January 9, 2020 |
| Distribute the workload | Gather the members’ availability; divide the tasks based on the available time slots, everyone’s skillset and personal preferences | | Parisa | January 9, 2020 | January 9, 2020 |
| Document the conversation | Write down the highlights of the meeting; work on the Minutes of Meeting #8 document | | Nadezhda | January 9, 2020 | January 9, 2020 |
| Agree on the next meeting’s details | Date: January 17, 2019  Time: 2.30pm – 3.30pm  Location: TBD  Agenda: review the sprint progress, redistribute the workload, if necessary; document the meeting  **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 | January 9, 2020 | January 9, 2020 |