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| **Team 27**  **Capstone Project II**  **Minutes of Meeting #9**  **Date:** January 17, 2020  **Time:** 2.30pm – 3.30pm  **Location:**  Toronto Public Library Weston Branch | | | | | |
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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 #8 document. | | Parisa | January 17, 2020 | January 17, 2020 |
| Discuss the sprint progress | Every team member reported on their progress they are making; everyone participated in the discussion and gave their opinion on whether changes to workload distribution should be made | | Nadezhda | January 17, 2020 | January 17, 2020 |
| Redistribute the workload | Changes were made to the work allocation for the database management, as the person in charge requested help | | Vladyslav | January 17, 2020 | January 17, 2020 |
| Document the conversation | Write down the highlights of the meeting in the Minutes of Meeting #8 document | | Mahdi | January 17, 2020 | January 17, 2020 |
| Agree on the next meeting details | Date: January 21, 2019  Time: 2.30pm – 3.00pm  Location: Toronto Public Library (Weston Branch)  Agenda: review sprint progress, submit the work  **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 17, 2020 | January 17, 2020 |