|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | |  |  |  |
| **Team 27**  **Capstone Project II: Minutes of Meeting #14**  **Agenda:**   * Test the new feature (improved front-end, user interface, battery consumption) * Redistribute the workload if necessary   **Date:** February 20th, 2020  **Time:** 2.00pm –2.45pm  **Location:**  Video Chat (WhatsApp group call), TeamViewer (shared desktop software) | | | | | |
|  | | |  |  |  |
| 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 #13 document. | | Vladyslav | February 20th, 2020 | February 20th, 2020 |
| Test the new functionality | New features *(Simplified menu, prolonged battery life)* were tested. The testing was done on developers’ devices and in the IDE embedded simulator. Different versions of Android OS were used to ensure full compatibility. | | Parisa and Nadezhda | February 20th, 2020 | February 20th, 2020 |
| Discuss the sprint progress | Everyone participated in the discussion and gave their opinion on whether the new feature is implemented well. | | Mahdi (coordinated the discussion) | February 20th, 2020 | February 20th, 2020 |
| Document the conversation | Write down the highlights of the meeting in the Minutes of Meeting #14 document | | Nadezhda | February 20th, 2020 | February 20th, 2020 |
| Agree on the next meeting details | Date: February 27th, 2020  Time: TBD  Location: Toronto Reference Library  Agenda: assign the responsibilities for presentation  **Signatures:**  Team member 1: Vladyslav Bordiug  Team member 2: Parisa Khataei  Team member 3: Nadezhda Mokhireva  Team member 4: Mahdi Esmaeelpour | | All team members agreed | February 20th, 2020 | February 20th, 2020 |