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| **Team 27**  **Capstone Project II: Minutes of Meeting #15**  **Agenda:**   * Assign responsibilities for the upcoming presentation * Follow up with each team member’s progress * Adjust the workload as necessary   **Date:** February 27th, 2020  **Time:** 1.30pm –1.50pm  **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 #14 document. | | Vladyslav | February 27th, 2020 | February 27th, 2020 |
| Discuss the sprint progress | Everyone participated in the discussion and gave their opinion on whether the all the planned features are implemented well. The work was properly completed, so the team was ready to present. | | Nadezhda (coordinated the discussion) | February 27th, 2020 | February 27th, 2020 |
| Assign the roles | Assigned the roles for the presentation based on the area of expertise and personal preferences. Every team member agreed to write the draft of their speech for the next meeting. | | Parisa | February 27th, 2020 | February 27th, 2020 |
| Document the conversation | Write down the highlights of the meeting in the Minutes of Meeting #15 document | | Mahdi | February 27th, 2020 | February 27th, 2020 |
| Agree on the next meeting details | Date: March 2nd, 2020  Time: 4.15pm – 5.00pm  Location: Casa Loma Campus Library  Agenda: practice using the presentation software, practice the demo of the project  **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 27th, 2020 | February 27th, 2020 |