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| **Team 27**  **Capstone Project II: Minutes of Meeting #16**  **Agenda:**   * Practice using Blackboard Collaborate Tool * Practice presentation content (project demo)   **Date:** March 2nd, 2020  **Time:** 4.30pm –5.00pm  **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 #15 document. | | Nadezhda | March 2nd, 2020 | March 2nd, 2020 |
| Practice using presentation software | The team tried assessing the collaboration room from different devices, setting up video and audio, sharing desktop and files. | | All team members | March 2nd, 2020 | March 2nd, 2020 |
| Practice demonstrating the system implementation | The team used Mahdi’s and Parisa’s laptops to simulate the presentation environment and demonstrate the system implementation, along with sharing the presentation materials | | All team members | March 2nd, 2020 | March 2nd, 2020 |
| Document the conversation | Write down the highlights of the meeting in the Minutes of Meeting #16 document | | Vladyslav | March 2nd, 2020 | March 2nd, 2020 |
| Agree on the next meeting details | Date: March 6th, 2020  Time: TBD (afternoon)  Location: Casa Loma Campus Library / Toronto Reference 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 | March 2nd, 2020 | March 2nd, 2020 |