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| **Team 27**  **Capstone Project II: Minutes of Meeting #18**  **Agenda:**   * Test the new functionality * Complete the project status report * Assess the progress   **Date:** March 14th, 2020  **Time**: 2.00pm –3.00pm  **Location:**  Group videocall, shared desktop | | | | | |
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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 #17 document. | | Mahdi | March 14th, 2020 | March 14th, 2020 |
| Assess the progress | Launch the project, note what is yet to be done / needs to be corrected. | | Parisa | March 14th, 2020 | March 14th, 2020 |
| Test the new functionality | Use simulation environment and developers’ devices to test the newly developed features | | All team members | March 14th, 2020 | March 14th, 2020 |
| Complete project status report | Document the current state of the project, including the milestone and risks for the next time period | | Nadezhda | March 14th, 2020 | March 14th, 2020 |
| Document the conversation | Write down the highlights of the meeting in the Minutes of Meeting #18 document | | Vladyslav | March 14th, 2020 | March 14th, 2020 |
| Agree on the next meeting details | Date: March 19th, 2020  Time: 3pm – 4pm (extend as needed)  Location: Group videocall, shared desktop (due to unexpected circumstances)  Agenda: Test the new functionality, assess the required time for remaining development  **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 14th, 2020 | March 14th, 2020 |