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| **Team 27**  **Capstone Project II: Minutes of Meeting #19**  **Agenda:**   * Assess the progress * Prepare the required materials for upcoming meeting with project coordinator   **Date:** March 19th, 2020  **Time**: 3.00pm –4.00pm  **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 #18 document. | | Mahdi | March 19th, 2020 | March 19th, 2020 |
| Assess the progress | Launch the project, note what is yet to be done / needs to be corrected. | | Parisa | March 19th, 2020 | March 19th, 2020 |
| Test the new functionality | Use developers’ devices to test the newly added features | | Vladyslav | March 19th, 2020 | March 19th, 2020 |
| Document the meeting outcomes | Write down the highlights of the meeting in the Minutes of Meeting #19 document | | Nadezhda | March 19th, 2020 | March 19th, 2020 |
| Agree on the next meeting details | Date: March 25th, 2020  Time: TBD  Location: Group videocall, shared desktop  Agenda: assess the progress, prepare presentation materials  **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 19th, 2020 | March 19th, 2020 |