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| **Team 27**  **Capstone Project II: Minutes of Meeting #20**  **Agenda:**   * Assess the progress * Resolve the issue with source control * Re-distribute the workload   **Date:** March 24th, 2020  **Time**: 7.30pm –8.45pm  **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 #19 document and the instructor’s feedback. | | Parisa | March 25th, 2020 | March 24th, 2020 |
| Resolve the issue with Git | The current meeting was urgently called after Mahdi has discovered an issue with the project repository. Because of that, the team had to rollback and remove the latest modifications. | | Mahdi | --- | March 24th, 2020 |
| Assess the current state of the project | Launch the project, note what needs to be corrected. | | Vladyslav | March 25th, 2020 | March 24th, 2020 |
| Document the meeting outcomes | Write down the highlights of the meeting in the Minutes of Meeting #20 document | | Nadezhda | March 25th, 2020 | March 24th, 2020 |
| Email the project coordinator | Notify the project coordinator of the unexpected delay, inquire about the possible change to the presentation schedule. | | Nadezhda | --- | March 24th, 2020 |
| Re-distribute the workload | Due to the occurred problem, the team had to re-assign the responsibilities for the remaining development. This way, the project can be delivered at its best during the scheduled presentation time. | | Mahdi and Parisa | March 25th, 2020 | March 24th, 2020 |
| Agree on the next meeting details | Date: March 27th, 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 25th, 2020 | March 24th, 2020 |