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| **Team 27**  **Capstone Project II: Minutes of Meeting #21**  **Agenda:**   * Assess the progress * Prepare the required materials for upcoming presentation   **Date:** March 27th, 2020  **Time**: 11.00am –12.00pm (noon)  **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 #20 document. | | Parisa | March 27th, 2020 | March 27th, 2020 |
| Assess the current state of the project (test the updated version) | Launch the project, note what still needs to be corrected after the changes to fix the source control issue were made. Assign the responsibilities for implementing the remaining changes. | | Mahdi | March 27th, 2020 | March 27th, 2020 |
| Prepare for the upcoming presentation | Discuss what materials, software and hardware will be required for the presentation. Make sure every team member is ready to describe and showcase both their contribution and the project as a whole. | | Nadezhda | March 27th, 2020 | March 27th, 2020 |
| Document the meeting outcomes | Write down the highlights of the meeting in the Minutes of Meeting #21 document | | Vladyslav | March 27th, 2020 | March 27th, 2020 |
| Agree on the next meeting details  (if required) | Date: March 31st, 2020  Time: TBD  Location: Group videocall, shared desktop  Agenda: TBD, most likely practice the presentation  **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 27th, 2020 | March 27th, 2020 |