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| **Team 15** | **Capstone Project I**  **Minutes of Meeting # 1**  **Date: 03.24.2020 Time: 10am – 2pm**  **Location: Zoom (Conference Software)** |  |  | |  |
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| Attendees: | Team member 1: Patrick Parreno  Team member 3: Asim Patel | Team member 2: Artem Dryevov  Team member 4: Elham Salmanian | | | |
| **Agenda** | |  |  | |  |
| **Item** | **Description** | **Deadline** | | **Status** | |
| Discuss status of project | Reviewed all the work we have done in to this point give a clear outline of where our project stands | 4.14.2020 23:59 | | Complete | |
| Review Assigned | Review all our assigned task for sprint76 and clearly define what our goals and how we are going to complete the specified tasks that were assigned to us | 4.14.2020 23:59 | | Complete | |
| Re-scope – Re-brand application to meet deadline | Discuss within our group what we can re-scope in our application to meet the allotted deadlines that we need to make | 4.14.2020 23:59 | | Complete | |
| Organize Tasks for the final system implementation of our application | Set task for members under the new re-scope system to ensure we meet the deadline that we want to meet | 4.14.2020 23:59 | | Complete | |
| Next meeting date | Date: 03.27.2020  Time: 10:00am – 3:00pm  Location: Zoom (Conference Call)  Agenda: Discuss project status and clearly define what the status. Define how we are doing in the system implementation phase. See if we need to re-scope again  **Signature:**  Team member 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | |  | |