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| **Team 15** | **Capstone Project I**  **Minutes of Meeting # 2**  **Date: 03.27.2020 Time: 10:00am – 3:00pm**  **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** | |
| Review Re-scoped tasks and define problems | Go through the newly re-scope project implementation and check off all the task that were completed or are ahead of schedule | 14.2020 23:59 | | Complete | |
| Help team with task problems | Set an open table discussion for all the team members to raise any concerns or problem that team member has with the task they were assigned and try to resolve the issue as a group | 14.2020 23:59 | | Complete | |
| Coding | While we are in the group we decided to code out task together in one space so if problems or any question occur we can fix them as a group together | 14.2020 23:59 | | Complete | |
| Review what is falling behind | As the sprint continues we review which part of our sprint we need to catch up on and estimate which one we need to push back or focus on based on status of our project | 14.2020 23:59 | | Complete | |
| Emphasize UX/UI | Make sure we discuss clear plans on how to make our user experience easy as possible | 14.2020 23:59 | | Complete | |
| Next meeting date | Date: 03.31.2020  Time: 10am – 2pm  Location: Zoom (Conference Call)  Agenda: Discuss project status  **Signature:**  Team member 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | |  | |