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| **Team 15** | **Capstone Project I**  **Minutes of Meeting # 3**  **Date: 03.31.2020 Time: 10:00am – 2:00pm**  **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 Sprint Status | Go through the project status report 2 and inspect which areas are completed and which parts are not completed to better prepare project status report 2 | 14.2020 23:59 | | Complete | |
| Review Project status | Open discuss time on how we will the status of project us coming along. Also allows time for free flowing ideas or for the group members to raise any concerns that they may have | 14.2020 23:59 | | Complete | |
| Fix bugs that members have experience | While waiting for a task to be completed the code broke. Come as a team to try to figure out the issue together before moving on | 14.2020 23:59 | | Not Complete | |
| Next meeting date | Date: 4.2.2020  Time: 10am -12pm  Location: Zoom (Conference Call)  Agenda: Fix Broken Code, Discuss Project Status  **Signature:**  Team member 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | |  | |