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| **Team 15** | **Capstone Project I**  **Minutes of Meeting # 4**  **Date: 4.2.2020 Time: 10:00am – 12:00pm**  **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** | |
| Fix what we can fix | From the previous week, we encountered a lot of issues within our code. From here we had to fix what we could fix before deadline | 14.2020 23:59 | | Complete | |
| Discuss which last working code would be best to continue with | Since deadline is approaching fast we had to discuss which pieces of working code do we want to stick with and develop to the best of our ability | 14.2020 23:59 | | Complete | |
| Prepare for presentation | With final presentation approaching fast we must review where our project stands and if we can meet the deadline with the code we have so far | 14.2020 23:59 | | Complete | |
| Finish off code we know we can finish | With our code broken we need to pick and choose which code we can finish up and get working | 14.2020 23:59 | | Complete | |
| Assign task for the final push for deadline | After we reviewed which piece of code we can continue with. We can assign task for the final push for deadline | 14.2020 23:59 | | Complete | |
| Next meeting date | Date: 4.6.2020  Time: 10am -2pm  Location: Zoom (Conference Call)  Agenda: Review Code, Discuss best course of action for presentation  **Signature:**  Team member 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | |  | |