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| **Team \_64** | **Capstone Project II**  **Minutes of Meeting # 01**  **Date: February 19, 2025 Time: 5:30 PM EST**  **Location: Online (Zoom)** | | |  |  | |  | |  |
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|  | | |  |  | |  | |  | |
| Attendees:  Non-attendees: | Prem Patel (Team Lead)  Aditya Suri (Technical Lead)  Karan Parmar (QA Lead)  Imran Badery (Stakeholder Liaison)  None | |  |  | |  | |  | |
|  | | |  |  | |  | |  | |
| **Agenda** | | |  |  | |  | |  | |
| **ITEM** | | **DESCRIPTION** | **RESPONSIBILITY** | **PLANNED COMPLETION DATE** | | **STATUS**  **% DONE TILL DATE** | | **ACTUAL**  **COMPLETION**  **DATE** | |
| **Review of previous meeting** | | **All Members** | **02/19/2025** | **Completed** | | **100%** | | **02/19/2025** | |
| **Discussion on system architecture** | | **Aditya Suri** | **02/27/2025** | **In Progress** | | **50%** | | **TBD** | |
| **Review of supplier integration module** | | **Prem Patel** | **03/03/2025** | **In Progress** | | **30%** | | **TBD** | |
| **Update on predictive analytics implementation** | | **Karan Parmar** | **03/05/2025** | **Not Started** | | **20%** | | **TBD** | |
| **Security and role-based access discussion** | | **Imran Badery** | **03/06/2025** | **Not Started** | | **0%** | | **TBD** | |
|  | |  |  |  | |  | |  | |
| **Next meeting date** | | Date: March 05, 2025  Time: 5:30 PM EST  Location: Online (Zoom)  Agenda:   * Review of predictive analytics implementation * Finalization of supplier integration module * Security and role-based access updates * Testing and QA progress   **Signature:**  Team Member 1: Prem Patel  Team Member 2: Aditya Suri  Team Member 3: Karan Parmar  Team Member 4: Imran Badery |  |  | |  | |  | |