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| **Team T05** | **Capstone Project I**  **Minutes of Meeting # 4 hours**  **Date: Oct 2nd and Oct 10th, 2018**  **Time: 2pm – 4pm**  **Location: CLC C412** |  |
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| Attendees: | Team member 1: Youquan Liu  Team member 2: Anthony Caldwell  Team member 3: Duy Hao Bui  Team member 4: Qian Wang  Team member 5: Ryan Haberle |  |
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| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting | Sprint 1 & Sprint 2 Taks | All team member |
| Item # 1… | Project Summary | Youquan |
| Item # 2… | Project Vision | DuyHao + Anthony + Qian |
| Item # 3… | High-Level Requirements | Ryan + DuyHao |
| Item # 4… | Personas (3-5) - User stories (3-5) | Youquan + Anthony + DuyHao |
| Item # 5… | Project Plan + Team Charter | Ryan + Youquan + Qian +  Anthony |
| Item # 6… | Minutes of Meeting/s | DuyHao |
| Item # 7… | Product Backlog | DuyHao |
| Item # 8… | Sprint Backlog | Anthony |
| Next meeting date | Date: Oct 16th, 2018  Time: 2pm-4pm  Location: CLC C412  Agenda: Sprint 3 Tasks  **Signature:**  Team member 1: Youquan Liu  Team member 2: Anthony Caldwell  Team member 3: Duy Hao Bui  Team member 4: Qian Wang  Team member 5: Ryan Haberle |  |