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| **Team \_\_\_\_** | | **Capstone Project I**  **Minutes of Meeting # \_\_\_\_**  **Date: 21st September 2021 Time: 11:00 – 13:00**  **Location: Microsoft Teams** |  |  |  |  |
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|  | | |  |  |  |  |
| Attendees: | | Team member 1: Jerish Bovas Team member 2: Sanjay Kannan  Team member 3: Jesse Eathen Huigh  Team member 4: Naveen Jose |  |  |  |  |
|  | | |  |  |  |  |
| **Agenda** | | |  |  |  |  |
| **Item** | **Description** | | **Responsibility** | **Planned completion Date** | **Status**  **% done till date** | **Actual Date** |
| Review of previous meeting |  | |  |  |  |  |
| Tasks Assigned as per previous meeting | The First meeting of the team is for the team member to meet each other and introduce themselves and choose a project. | | Contacting stake holder and learning about the application. | 27-09-2021 | 100% | 25-09-2021 |
| Item # 1… | Team members introducing themselves to each other. | | Introduction | 21-09-2021 | 100% | 21-09-2021 |
| Item # 2… | Discussing about possible project works and choosing one. | | Choosing Project work | 27-09-2021 | 100% | 25-09-2021 |
| Item # 3… |  | |  |  |  |  |
| Next meeting date | Date:08-10-2021.  Time: 11:00.  Location: Microsoft teams.  Agenda: Stake Holder approvel.  **Signature:**  Team member 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |  |  |