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| **Team \_\_\_\_** | | **Capstone Project I**  **Minutes of Meeting # \_\_\_\_**  **Date: 28TH 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 | The First meeting of the team which was Held on last week was successful. | | Forming the team and assigning responsibilities. | 27-09-2021 | 100% | 23-09-2021 |
| Tasks Assigned as per previous meeting | Contacting the stakeholder about the project and getting to know more about there expectations. Learning about similar application on public. | | Contacting stake holder and learning about the application. | 28-09-2021 | 100% | 28-09-2021 |
| Item # 1… | Setting up a meeting with the stakeholder and the project team members. | | Setting meeting | 25-09-2021 | 100% | 25-09-2021 |
| Item # 2… | Talking about what our team members have to offer and getting approval from the stake holder. | | Project approval | 28-09-2021 | 100% | 28-09-2021 |
| Item # 3… | Learning about the tools that’s necessary for the project. | | Research | 04-10-2021 | 100% | 29-09-2021 |
| Next meeting date | Date:05-10-2021.  Time: 11:00.  Location: Microsoft teams.  Agenda: Meating academic needs.  **Signature:**  Team member 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |  |  |