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| **Team \_\_\_\_** | | **Capstone Project I**  **Minutes of Meeting 4**  **Date: 30th December 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 | Meeting with the team members discussing about the sprint 4 | | Spring 4 content discussion | 11-30-2021 | 100% | 11-30-2021 |
| Item # 1… | Doing more research on the project | | Research | 11-30-2021 | 100% | 11-30-2021 |
| Item # 2… | Filling out tasks for sprint 4 | | Word document work | 11-30-2021 | 100% | 12-06-2021 |
| Item # 3… | Planning for the stakeholder meeting | | Contacting through email | 11-30-2021 | 100% | 12-04-2021 |
| Next meeting date | Date:12-16-2021.  Time: 11:00.  Location: Microsoft teams.  Agenda: Stake Holder approvel.  **Signature:**  Team member 1: Jerish Bovas  Team member 2: Sanjay Kannan  Team member 3: Naveen Jose  Team member 4: Jesse Hughes | |  |  |  |  |