|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | |  |  |  |  |
| **Team T17** | | **Capstone Project II**  **Minutes of Meeting # 4**  **Date: Feb 14, 2022 Time: 09:00 AM**  **Location: Online, Microsoft Teams** |  |  |  |  |
|  | | |  |  |  |  |
|  | | |  |  |  |  |
| Attendees: | | Team member 1: Jerish Bovas  Team member 2: Sanjay Kannan  Team member 3: Jesse Hughes  Team member 4: Naveen Jose |  |  |  |  |
|  | | |  |  |  |  |
| **Agenda** | | |  |  |  |  |
| **Item** | **Description** | | **Responsibility** | **Planned completion Date** | **Status**  **% done till date** | **Actual Date** |
| Review of previous meeting | Project completion – half way | | Complete project with half features | Feb 14, 2022 | 100% | Feb 14, 2022 |
| Tasks Assigned as per previous meeting |  | |  |  |  |  |
| Item # 1… | Prepare for presentation | | Finalize presentation order | Feb 14, 2022 | 100% | Feb 14, 2022 |
| Item # 2… | Make PowerPoint | | Prepare PowerPoint | Feb 14, 2022 | 100% | Feb 14, 2022 |
| Item # 3… |  | | Break Project into tasks for sprint | Feb 14, 2022 | 100% | Feb 14, 2022 |
| Next meeting date | Date: Feb 21, 2022  Time: 10:00 AM  Location: Online, Microsoft Teams  Agenda: Project Status  **Signature:**  Team member 1: Jerish Bovas  Team member 2: Sanjay Kannan  Team member 3: Jesse Hughes  Team member 4: Naveen Jose | |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | |  |  |  |  |
| **Team T17** | | **Capstone Project II**  **Minutes of Meeting # 5**  **Date: Feb 21, 2022 Time: 7:00 PM**  **Location: Google Meet** |  |  |  |  |
|  | | |  |  |  |  |
|  | | |  |  |  |  |
| Attendees: | | Team member 1: Jerish Bovas  Team member 2: Sanjay Kannan  Team member 3: Jesse Hughes  Team member 4: Naveen Jose |  |  |  |  |
|  | | |  |  |  |  |
| **Agenda** | | |  |  |  |  |
| **Item** | **Description** | | **Responsibility** | **Planned completion Date** | **Status**  **% done till date** | **Actual Date** |
| Review of previous meeting | Stake holder meeing planning | | Question to be asked and show project status |  | 100% |  |
| Tasks Assigned as per previous meeting |  | |  |  |  |  |
| Item # 1… | Project ideas approval | | Shown the project status |  | 100% |  |
| Item # 2… | Questions about implementation | | Several question to be asked |  | 100% |  |
| Item # 3… | Future meetings | | Next meeting planning |  | 100% |  |
| Next meeting date | Date: Feb 24, 2022  Time: 10:00 AM  Location: Online, Microsoft Teams  Agenda: Project Status  **Signature:**  Team member 1: Jerish Bovas  Team member 2: Sanjay Kannan  Team member 3: Jesse Hughes  Team member 4: Naveen Jose | |  |  |  |  |