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| **Team T17** | | **Capstone Project II**  **Minutes of Meeting # 1**  **Date: Jan 23, 2022 Time: 10:00 AM**  **Location: Online, Microsoft Teams** |  |  |  |  |
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| 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 Planning Completion | | Complete Documentation | Dec 17, 2021 | 100% | Dec 17, 2021 |
| Tasks Assigned as per previous meeting |  | |  |  |  |  |
| Item # 1… | Project Responsibility Allotment | | Allot team members | Jan 27, 2022 | 100% | Jan 27, 2022 |
| Item # 2… | Project learning curve | | Knowledge Upgrading | Jan 27,2022 | 100% | Jan 27, 2022 |
| Item # 3… | Project Breakdown | | Break Project into tasks for sprint | Jan 27, 2022 | 100% | Jan 27, 2022 |
| Next meeting date | Date: Jan 31, 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 | |  |  |  |  |

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| **Team T17** | | **Capstone Project II**  **Minutes of Meeting # 2**  **Date: Jan 26, 2022 Time: 7:00 PM**  **Location: Google Meet** |  |  |  |  |
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| Attendees: | | Team member 1: Jerish Bovas  Team member 2: Sanjay Kannan  Team member 3: Jesse Hughes  Team member 4: Naveen Jose |  |  |  |  |
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| **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: Jan 31, 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 | |  |  |  |  |

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| **Team T17** | | **Capstone Project II**  **Minutes of Meeting # 3**  **Date: Jan 31, 2022 Time: 10:00 AM**  **Location: Online, Microsoft Teams** |  |  |  |  |
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|  | | |  |  |  |  |
| 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 | Meeting successfully done with stakeholder | | Questions asked and doubts cleared |  | 100% |  |
| Tasks Assigned as per previous meeting |  | |  |  |  |  |
| Item # 1… | Front-end development | | Development started as planned | Mar 5, 2022 |  |  |
| Item # 2… | Backend Development | | Development started as planned | Mar 5, 2022 |  |  |
| Item # 3… | ML Development | | Development started as planned | Mar 5, 2022 |  |  |
| Next meeting date | Date: Feb 7, 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 | |  |  |  |  |