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| **Team**  **#38** | | **Capstone Project I**  **Minutes of Meeting # 60minutes**  **Date: 29 September 2021 Time: 12:00pm**  **Location: Virtual Meeting (Google Meet)** |  |  |  |  |
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| Attendees:   * Team Member 1: Vraj Kalpeshkumar Soni * Team Member 2: Namya Vipulkumar Patel * Team Member 3: Sahay Mayurbhai Patel * Team Member 4: Pruthvi Prakash Soni * Team Member 5: Saumyakumar Ajitkumar Mistry | | |  |  |  |  |
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| **Agenda** | | |  |  |  |  |
| **Item** | **Description** | | **Responsibility** | **Planned completion Date** | **Status**  **% done till date** | **Actual Date** |
| Review of previous meeting | Communicate about previous meeting and progress | | Pruthvi | 29 September | 100% | 29 September |
| Tasks Assigned as per previous meeting | Review of previous meeting assigned tasks and follow up | | Sahay | 29 September | 100% | 29 September |
| Item # 1… | Research for implementation of various languages in Virtual assistant | | Namya | 2 October | 70% | 29 September |
| Item # 2… | Make a basic model(code) for Virtual assistant | | Vraj | 25 September | 100% | 29  September |
| Item # 3… | Research on limitations in other virtual assistance and research solutions | | Saumya | 8 October | 50% | 29  September |
| Next meeting date | Date: 6 October 2021  Time: 12:00 PM  Location: Virtual Meeting(Google Meet)  Agenda: start implementing all scope items in basic model and to do research to make this virtual assistant more flexible and user friendly.  **Signature:**  Team member 1: V.K.Soni  Team member 2: N.V.Patel  Team member 3: S.M.Patel  Team member 4: P.P.Soni  Team member 5: S.A.Mistry | |  |  |  |  |