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| **Team 38** | | **Capstone Project II**  **Minutes of Meeting # 2**  **Date: 2022, February 1 Time: 8:00am to 10:00am**  **Location: Black board Collaborate** |  |  |  |  |
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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 | | |  |  |  |  |
| **Agenda** | | |  |  |  |  |
| **Item** | **Description** | | **Responsibility** | **Planned completion Date** | **Status**  **% done till date** | **Actual Date** |
| Review of previous meeting | Communicate about previous meeting and progress which include progress in in scope features ,learning UI ,and documentation | | Namya | 2022, 1 February | 100% | 2022, 1 February |
| Tasks Assigned as per previous meeting | Review of previous meeting assigned tasks and follow up | | sahay | 2022, 1 February | 100% | 2022, 1 February |
| Item # 1… | Learning UI in python using different libraries | | Saumya | 2022, 15 February | 60% | 2022, 1 February |
| Item # 2… | Working on In scope feature(web search by voice command) and documentation | | Namya | 2022, 6 February | 70% | 2022, 1 February |
| Item # 3… | Working on In scope feature(set alarm and timer, telling time) | | Vraj | 2022, 6 February | 90% | 2022, 1 February |
| Item # 4… | Working on In scope feature(sending mail and messages by voice command and others) | | Sahay | 2022, 6 February | 70% | 2022, 1 February |
| Item # 5… | Working on In scope feature(various language support by voice command and others) | | Pruthvi | 2022, 6 February | 80% | 2022, 1 February |
| Next meeting date | Date:2022, 11 February  Time: 8:00 AM to 10:00PM  Location:Black board Collaborate  Agenda: Achieve all in scope features and start working on UI 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 | |  |  |  |  |