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| **Capstone Team Meeting #4** | | | **Date: September 30, 2017**  **Time: 12:30**  **Location: Slack** |
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| Attendees: | Team member 1: Sean Price Team member 3: Nooran El-Sherif  Team member 2: Dylan Roberts Team member 4: | | |
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| **Agenda** | | | |
| **Item** | | **Description** | |
| Review of previous meeting | | Server users set up, features determined | |
| Item #1 More Server Configuration | | Configuring database tools on the server | |
| Item #2 Project Deliverables | | Progress on documentation, further discussion of requirements and what is in scope and OOS for the project | |
| Action Plan | | Item Description Responsibility  #1 Set up MySQL on server DR #2 Continue revising project documents NE | |
| Next meeting date | | Date: October 9, 2017  Time: 12:30  Location: GBC C406  Agenda: Consult prof about project deliverables, revisions needed, follow up on previous week’s action plan | |
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