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| **Capstone Team Meeting #5** | | | **Date: October 6, 2017**  **Time: 12:30**  **Location: Room GBC C406** |
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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 | | business requirements and project vision drafted | |
| Item #1 Project Deliverables | | Consult prof about business requirements, review lecture slides with examples of requirements, comparing requirements document with project vision | |
| Item #2 Project Presentation | | Presentation Tuesday? Friday. Power point slides, topics to be discussed. | |
| Item #3 Minutes | | Notes from team meetings must be formatted | |
| Action Plan | | Item Description Responsibility  #1 Revise the project deliverables NE, DR, SP  #2 Create power point slides DR  #3 Format minutes from team meetings NE  #3 Format minutes from stakeholder meetings SP | |
| Next meeting date | | Date: ?? October 13, 2017  Time: ??  Location: GBC C406  Agenda: Present our project plan, etc. Discuss next steps at meeting | |
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