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| **Team:** Cookbook App | **Capstone Project I**  **Minutes of Meeting # 7**  **Date: October 1, 2020**  **Time: 12pm**  **Location: Online** |  |
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| Attendees: | Team member 1: Trevor  Team member3: Magomed  Team member 2: Derek  Team member 4: Kartik |  |
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| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting | Submission of sprint 1,2 and presentation | Full Team |
| Item # 1… | Create a plan for sprint 3 and a schedule for meetings | Full Team |
| Item # 2… | Deciding on how the work will be completed for the deadline | Full Team |
| Item # 3… |  |  |
| Next meeting date | Date: November 5th ,2020  Time: 12am  Location: Online  Agenda: beginning sprint 3 and working as a group  **Signature:**  Team member 1: Trevor Rocha  Team member 2: Derek So  Team member 3: Magomed Alimuradov  Team member 4: Kartik |  |