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| **Team:** Cookbook App | **Capstone Project I**  **Minutes of Meeting # 1**  **Date: September 24, 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 | -------------------------------------------------------------------------------------- | ----------------- |
| Item # 1… | Creating a project Idea | Full Team |
| Item # 2… | Creating the Project summary | Full Team |
| Item # 3… | -------------------------------------------------------------------------------------- | ---------------- |
| Next meeting date | Date: October 1, 2020  Time: 12am  Location: Online  Agenda: Expanding upon our idea and preparing to being our sprint one and two. Creating our next meeting dates in order to have a good workflow.  **Signature:**  Team member 1: Trevor Rocha  Team member 2: Derek So  Team member 3: Magomed Alimuradov  Team member 4: Kartik |  |

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| **Team:** Cookbook App | **Capstone Project I**  **Minutes of Meeting #** 2  **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: |  |
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| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting | Last Meeting, we created a project idea and typed up our project summary | Full Team |
| Item # 1… | Building onto the application idea by adding unique functions for the app | Full Team |
| Item # 2… | Spreading out the work for sprint one and two | Full Team |
| Item # 3… |  |  |
| Next meeting date | Date: October 4th ,2020  Time: 12am  Location: Online  Agenda: sharing work done on the sprints and allowing the group to view, edit, and combine the work to see what is left to work on and what needs to be expanded upon.  **Signature:**  Team member 1: Trevor Rocha  Team member 2: Derek So  Team member 3: Magomed Alimuradov  Team member 4: |  |

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| **Team:** Cookbook App | **Capstone Project I**  **Minutes of Meeting # 3**  **Date: October 4, 2020**  **Time: 12pm**  **Location: Online** |  |
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| Attendees: | Team member 1: Trevor Team member3: Magomed  Team member 2: Derek Team member 4: |  |
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| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting | Expanding upon our idea and preparing to being our sprint one and two. Creating our next meeting dates to have a good workflow. | Full Team |
| Item # 1… | Working on sprint 1 | Full Team |
| Item # 2… |  |  |
| Item # 3… |  |  |
| Next meeting date | Date: October 5th 2020  Time: 10am  Location: Online  Agenda: continuing sprint 1  **Signature:**  Team member 1: Trevor Rocha  Team member 2: Derek So  Team member 3: Magomed Alimuradov  Team member 4: |  |

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| **Team:** Cookbook App | **Capstone Project I**  **Minutes of Meeting # 4**  **Date: October 5, 2020**  **Time: 10am**  **Location: Online** |  |
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| Attendees: | Team member 1: Trevor Team member3: Magomed  Team member 2: Derek Team member 4: |  |
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| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting | Work on sprint 1 | Full Team |
| Item # 1… | Working on sprint 1 | Full Team |
| Item # 2… | Sharing progress on sprint 1 | Full Team |
| Item # 3… |  |  |
| Next meeting date | Date: October 8th, 2020  Time: 12pm  Location: Online  Agenda: continuing sprint 1  **Signature:**  Team member 1: Trevor Rocha  Team member 2: Derek So  Team member 3: Magomed Alimuradov  Team member 4: |  |

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| **Team:** Cookbook App | **Capstone Project I**  **Minutes of Meeting # 5**  **Date: October 8, 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 | continuing sprint 1 | Full Team |
| Item # 1… | Sharing sprint 1’s complete items | Full Team |
| Item # 2… | Splitting up sprint 2’s workload | Full Team |
| Item # 3… |  |  |
| Next meeting date | Date: October 11th, 2020  Time: 12pam  Location: Online  Agenda: completing sprints and preparing for hand in  **Signature:**  Team member 1: Trevor Rocha  Team member 2: Derek So  Team member 3: Magomed Alimuradov  Team member 4: Kartik |  |

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| **Team:** Cookbook App | **Capstone Project I**  **Minutes of Meeting # 6**  **Date: October 11, 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 | Sprint 2 | Full Team |
| Item # 1… | Sharing sprint 1’s complete items | Full Team |
| Item # 2… | Sharing sprint 3’s items | Full Team |
| Item # 3… | Submitting project |  |
| Next meeting date | Date: October 12th, 2020  Time: 12pm  Location: Online  Agenda: presentation prep  **Signature:**  Team member 1: Trevor Rocha  Team member 2: Derek So  Team member 3: Magomed Alimuradov  Team member 4: Kartik |  |