|  |  |  |
| --- | --- | --- |
|  | |  |
| **Team:** Cookbook App | **Capstone Project I**  **Minutes of Meeting # 7**  **Date: October 1, 2020**  **Time: 12pm**  **Location: Online** |  |
|  | |  |
|  | |  |
| Attendees: | Team member 1: Trevor  Team member3: Magomed  Team member 2: Derek  Team member 4: Kartik |  |
|  | |  |
| **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: 12pm  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 |  |

|  |  |  |
| --- | --- | --- |
|  | |  |
| **Team:** Cookbook App | **Capstone Project I**  **Minutes of Meeting # 8**  **Date: November 5, 2020**  **Time: 12pm**  **Location: Online** |  |
|  | |  |
|  | |  |
| Attendees: | Team member 1: Trevor  Team member3: Magomed  Team member 2: Derek  Team member 4: Kartik |  |
|  | |  |
| **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 9th ,2020  Time: 10am  Location: Online  Agenda: discussions on sprint 3 and sharing work  **Signature:**  Team member 1: Trevor Rocha  Team member 2: Derek So  Team member 3: Magomed Alimuradov  Team member 4: Kartik |  |

|  |  |  |
| --- | --- | --- |
|  | |  |
| **Team:** Cookbook App | **Capstone Project I**  **Minutes of Meeting # 9**  **Date: November 9, 2020**  **Time: 10am**  **Location: Online** |  |
|  | |  |
|  | |  |
| Attendees: | Team member 1: Trevor  Team member3: Magomed  Team member 2: Derek  Team member 4: Kartik |  |
|  | |  |
| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting | Sprint 3 planning | Full Team |
| Item # 1… | Having a discussion on how the work is coming along and what needs to be done | Full Team |
| Item # 2… | Sharing completed parts of sprint 3 | Full Team |
| Item # 3… |  |  |
| Next meeting date | Date: November 12th ,2020  Time: 12pm  Location: Online  Agenda: sprint 3 work session  **Signature:**  Team member 1: Trevor Rocha  Team member 2: Derek So  Team member 3: Magomed Alimuradov  Team member 4: Kartik |  |

|  |  |  |
| --- | --- | --- |
| **Team:** Cookbook App | **Capstone Project I**  **Minutes of Meeting # 10**  **Date: November 12, 2020**  **Time: 12pm**  **Location: Online** |  |
|  | |  |
|  | |  |
| Attendees: | Team member 1: Trevor  Team member3: Magomed  Team member 2: Derek  Team member 4: Kartik |  |
|  | |  |
| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting | Sprint 3 discussions | Full Team |
| Item # 1… | Finish up major parts of sprint 3 | Full Team |
| Item # 2… | Divide the last bit of work to be done for next meeting and ready for hand in | Full Team |
| Item # 3… |  |  |
| Next meeting date | Date: November 15th ,2020  Time: 12pm  Location: Online  Agenda: add all items to the sprint 3 documents and get ready for uploading  **Signature:**  Team member 1: Trevor Rocha  Team member 2: Derek So  Team member 3: Magomed Alimuradov  Team member 4: Kartik |  |

|  |  |  |
| --- | --- | --- |
|  | |  |
| **Team:** Cookbook App | **Capstone Project I**  **Minutes of Meeting # 11**  **Date: November 15, 2020**  **Time: 12pm + 4pm**  **Location: Online** |  |
|  | |  |
|  | |  |
| Attendees: | Team member 1: Trevor  Team member3: Magomed  Team member 2: Derek  Team member 4: Kartik |  |
|  | |  |
| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting | Sprint 3 work session | Full Team |
| Item # 1… | Preparing the completed version of sprint 3 | Full Team |
| Item # 2… | Hand in of sprint 3 | Full Team |
| Item # 3… |  |  |
| Next meeting date | Date: November 16th ,2020  Time: 10am  Location: Online  Agenda: sprint 4  **Signature:**  Team member 1: Trevor Rocha  Team member 2: Derek So  Team member 3: Magomed Alimuradov  Team member 4: Kartik |  |