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| **Team:** ThymeShare | **Capstone Project I**  **Minutes of Meeting # 12**  **Date: November 19, 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 3 | Full Team |
| Item # 1… | Discussion of Sprint 4 and the programs we want to use | Full Team |
| Item # 2… |  |  |
| Item # 3… |  |  |
| Next meeting date | Date: November 5th ,2020  Time: 12pm  Location: Online  Agenda: beginning sprint 4 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 |  |

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| **Team:** ThymeShare | **Capstone Project I**  **Minutes of Meeting # 13**  **Date: November 23, 2020**  **Time: 10am**  **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 | Group Discussion | Full Team |
| Item # 1… | Create a plan for sprint 4 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 26th ,2020  Time: 12pm  Location: Online  Agenda: discussions on sprint 4 and sharing work  **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:** ThymeShare | **Capstone Project I**  **Minutes of Meeting # 14**  **Date: November 26, 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 4 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 4 | Full Team |
| Item # 3… |  |  |
| Next meeting date | Date: November 30th ,2020  Time: 12pm  Location: Online  Agenda: sprint 4 work session  **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:** ThymeShare | **Capstone Project I**  **Minutes of Meeting # 15**  **Date: November 30, 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 4 work session | Full Team |
| Item # 1… | Preparing the completed version of sprint 4 | Full Team |
| Item # 2… | Hand in of sprint 4 | Full Team |
| Item # 3… |  |  |
| Next meeting date | Date: December 3rd ,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 |  |