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| **Team #13** | **Capstone Project I**  **Minutes of Meeting # 1**  **Date: 10th September 2018**  **Time: 11:00 AM**  **Location: Bitcoin Bay Corp., Toronto** |  |  |
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| Attendees: | Team member 1: Darshan Shah  Team member 2: Jaydeep Khambholja  Team member 3: Neel Patel  Team member 4: Akaash Arora |  |  |
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| **Agenda** | |  |  |
| **Item** | **Description** | **Responsibility** | **Duration** |
| Review of previous meeting | N/A | N/A | N/A |
| Item # 1… | Introduction | A quick introduction to the company and their goals. | 30 minutes |
| Item # 2… | Interview | An informal interview session where we were asked the strength and weakness. | 30 minutes |
| Item # 3… | Project | Company’s delegate explained the project assigned to us and what are our roles in the company. | 45 minutes |
| Total Time: |  |  | 1 hour 45 minutes |
| Next meeting date | Date: 17th September 2018  Time: 11:00 AM  Location: George Brown College  Agenda:  Resource Planning, Setting Priority, Combability and Purpose.  **Signature:**  Team member 1: DS  Team member 2: JK  Team member 3: NP  Team member 4: AA |  |  |

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| **Team #13** | **Capstone Project I**  **Minutes of Meeting # 2**  **Date: 17th September 2018**  **Time: 11:00 AM**  **Location: George Brown College, Toronto** |  |  |
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| Attendees: | Team member 1: Darshan Shah  Team member 2: Jaydeep Khambholja  Team member 3: Neel Patel  Team member 4: Akaash Arora |  |  |
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| **Agenda** | |  |  |
| **Item** | **Description** | **Responsibility** | **Duration** |
| Review of previous meeting | Initial Planning |  | 1 hour 45 minutes |
| Item # 1… | Resource Planning / Gathering | Allocation of the resources which were made available by the company. | 40 minutes |
| Item # 2… | Setting Priority | Using the Agile Methodology, we did the Sprint 1 which included timeline. | 1 hours |
| Item # 3… | Compatibility and Purpose | Selecting the platform, coding language, coding standards and deliverables. | 1 hour |
| Total Time: |  |  | 2 hour 40 minutes |
| Next meeting date | Date: 15th October 2018  Time: 11:00 AM  Location: Bitcoin Bay Corp.  Agenda:  Development and Sprint 3  **Signature:**  Team member 1: DS  Team member 2: JK  Team member 3: NP  Team member 4: AA |  |  |