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| **Team \_\_24\_\_** | **Capstone Project I**  **Minutes of Meeting # \_\_120\_\_**  **Date: Wednesday, Sep 26th**  **Time: 12:00- 14:00**  **Location: Casa Loma Campus** |  |
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| Attendees: | Team member 1: Christopher Santin Team member 4:  Team member 2: Quan Trinh Team member 5:  Team member 3: Tam Dang |  |
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| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting | Set up Git account, OneDrive account, had the interview with Edushare owner. Discuss all open projects |  |
| Item # 1… | Had a talk with Pro. Tyler about JC Consulting project | Professionally communicate and make question with person in the field |
| Item # 2… | Distributed tasks for each member due to upcoming Sprint 1 deadline | Effectively share the work so everyone is comfortable with their tasks |
| Item # 3… |  |  |
| Next meeting date | Date: Wednesday, Oct 3rd 2018  Time: 12:00pm  Location: GBC Casa Loma  Agenda: - Complete all the documents for Sprint 1.  - Discuss and devise if necessary  **Signature:**  Team member 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |