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| **Team \_\_24\_\_** | **Capstone Project I**  **Minutes of Meeting # \_\_120\_\_**  **Date: Wednesday, Oct 3rd**  **Time: 14:00- 16:00**  **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 | Talked to Pro. Tyler, split tasks on Sprint 1 |  |
| Item # 1… | Meeting with other team to have more understanding about project | Discuss, exchange information with members from other team |
| Item # 2… | Combine all the work done by all members on Sprint 1 | Put everything together and make it consistent |
| Item # 3… | Divide Sprint 2 tasks |  |
| Next meeting date | Date: Tue, Oct 9th 2018  Time: 11:00am  Location: GBC Library  Agenda: - Review and submit all the documents  **Signature:**  Team member 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |