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| **Team \_24\_\_\_** | **Capstone Project II**  **Minutes of Meeting # 120 min**  **Date: Wed, Jan 16 2019**  **Time: 12:00pm- 14:00 pm**  **Location: Room C416** |  |
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| Attendees: | Team member: Christopher Santin  Team member: Tam Dang | Team member: Duy Hao Bui  Team member: Quan Trinh |
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| **Agenda** | |  |
| **Item** | **Description** | **Responsibility** |
| Review of previous meeting |  |  |
| Item # 1… | Went through the mockup | - Checked the routed logic for all the pages  - Revised register page mockup which allows 2 different types of accounts: consultants and applicants |
| Item # 2… | Sent the email to professor Tyler | - To be sure Professor confirms everything is on track |
| Item # 3… | Worked on Project Status, and revised Project Plan | - Divided tasks for each member and together discussed the work |
| Item # 4… | Worked with Client-sided team | - Classified pages into specific category such as Main pages, client pages, candidate pages  - Decided what pages will be worked on for each team  - Made convention for design and development purposes |
| Next meeting date | Date: Wed, Jan 23 2019  Time: 12:00pm – 2:00 pm  Location: C416  Agenda:  - Check email from Professor and BA team  - Divide specific page for each member for coding  **Signature:**  Team member 1: Tam Dang  Team member 2: Christopher Santin  Team member 3: Duy Hao Bui  Team member 4: Quan Trinh |  |