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| **Team \_\_T21\_\_** | | **Capstone Project I**  **Minutes of Meeting # \_\_1\_\_**  **Date: Oct. 3, 2022, Monday Time: 2pm – 4pm**  **Location: George Brown College** |  |  |  |  |
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| Attendees: | | Team member 1: Abdelaziz Omar  Team member 2: Artem Elagin  Team member 3: Elham Veisouei  Team member 4: Lale Mulati |  |  |  |  |
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| **Agenda** | | |  |  |  |  |
| **Item** | **Description** | | **Responsibility** | **Planned completion Date** | **Status**  **% done till date** | **Actual Date** |
| Review of previous meeting | Decided to change the rent application name. | | Abdelaziz Omar | By Oct.7, 2022 Friday | 10% | Oct.3,  2022 |
| Tasks Assigned as per previous meeting | Review previous meeting summary and organize the discussed ideas. | | Artem Elagin | By Oct.3, 2022 Friday | 100% | Oct.3,  2022 |
| Item # 1… | Make a complete website category list. | | Elham Veisouei | By Oct.7,  2022 Friday | 50% | Oct.3,  2022 |
| Item # 2… | Complete the project plan. | | Lale Mulati | By Oct.7,  2022 Friday | 30% | Oct.3,  2022 |
| Item # 3… | Make a Sprint Backlog. | | Lale Mulati | By Oct.7,  2022 Friday | 10% | Oct.3,  2022 |
| Next meeting date | Date: Oct.7, 2022,  Time: 2pm  Location: George Brown College Library  Agenda: review the sprint 2 items, and review.  **Signature:**  Team member 1: Abdelaziz Omar  Team member 2: Artem Elagin  Team member 3: Elham Veisouei  Team member 4: Lale Mulati | |  |  |  |  |

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| **Team \_\_T21\_\_** | | **Capstone Project I**  **Minutes of Meeting # \_\_2\_\_**  **Date: Oct, 7, 2022, Friday Time: 2pm- 4pm**  **Location: George Brown College, Library room 333B** |  |  |  |  |
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| Attendees: | | Team member 1: Abdelaziz Omar  Team member 2: Artem Elagin  Team member 3: Elham Veisouei  Team member 4: Lale Mulati |  |  |  |  |
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| **Agenda** | | |  |  |  |  |
| **Item** | **Description** | | **Responsibility** | **Planned completion Date** | **Status**  **% done till date** | **Actual Date** |
| Review of previous meeting | Changed the Rent Application Website’s name as discussed before. | | Abdelaziz Omar | By Oct.7, 2022 Friday | 100% | Oct.7,  2022 |
| Tasks Assigned as per previous meeting | Complete the website’s menu and category. | | Elham Veisouei | By Oct.7,  2022 Friday | 100% | Oct.7,  2022 |
| Item # 1… | Reedit the sprint backlog based on we discussed on the meeting. | | Lale Mulati | By Oct 7,  2022 Friday | 70% | Oct.7,  2022 |
| Item # 2… | Create the frame of filter for each category. | | Artem Elagin | By Oct, 10  2022 Monday | 0% | Oct.7,  2022 |
| Item # 3… | Update the team charter and project plan. | | Lale Mulati | By Oct.7  2022 Friday | 50% | Oct.7,  2022 |
| Next meeting date | Date: Oct.10, 2022, Monday  Time: 5pm  Location: George Brown College  Agenda: Further discuss the project plan and start sprint 3.  **Signature:**  Team member 1: Abdelaziz Omar  Team member 2: Artem Elagin  Team member 3: Elham Veisouei  Team member 4: Lale Mulati | |  |  |  |  |