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| **Team \_T21\_\_** | **Capstone Project I**  **Minutes of Meeting # \_\_3\_\_**  **Date: Nov.2, 2022, Wednesday**  **Time: 2pm-4pm**  **Location: Zoom(online)** |  |
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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** |
| Review of previous meeting | Responsible for further planning and divide the work of sprint 3 to the team members; Hosting and planning upcoming meetings. | Lale Mulati |
| Item # 1… | Set up “teamwork management software”, create a team; use case diagram; normalized data model diagram | Lale Mulati |
| Item # 2… | Responsible for creating Activity Diagram | Elham Veisouei |
| Item # 3… | Responsible for design Sequence Diagram | Artem Elagin |
| Item # 4… | Responsible for build UML Diagram | Abdelaziz Omar |
| Next meeting date | Date: Nov.4, 2022, Friday  Time: 2pm – 4pm  Location: College Library  Agenda: review the project and start sprint 4  **Signature:**  Team member 1: Abdelaziz Omar  Team member 2: Artem Elagin  Team member 3: Elham Veisouei  Team member 4: Lale Mulati |  |