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| **Team \_\_T21\_\_** | | **Capstone Project II**  **Minutes of Meeting # \_\_01\_\_**  **Date: January 13, 2023**  **Time: 2pm – 4pm, Friday**  **Location: Library** |  |  |  |  |
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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**  **completion**  **Date** |
| Review of previous meeting | Come up to final decision for project deliverable modifications. | | T21 all members | Jan 16, 2022 | 100% | Jan 17, 2022 |
| Item # 1 | Document sprint 5 files. Host each meeting, project monitoring and controlling based on each members proposal. | | Lale Mulati | Feb 3, 2022 | 100% | Feb 3, 2022 |
| Item # 2 | Make GitHub group repo, add professor as collaborator.  ashah@georgebrown.ca | | Elham Veisouei | Feb 5, 2022 | 100% | Feb 2, 2022 |
| Item # 3 | Come up to final decision about project deliverables. (Discuss with data manager -Elham) | | Artem Elagin | Jan 17, 2022 | 100% | Jan 17, 2022 |
| Item # 4 | Revise UI/UX design of the project. And report any changes needed. | | Abdelaziz Omar | Feb 10, 2022 | 100% | Feb 5,2023 |
| Next meeting date | Date: Jan 17, 2023  Time: 10 am – 1 pm, Tuesday  Location: Campus  **Signature:**  Team member 1: Abdelaziz Omar  Team member 2: Artem Elagin  Team member 3: Elham Veisouei  Team member 4: Lale Mulati | |  |  |  |  |