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| **Team \_\_T21\_\_** | | **Capstone Project II**  **Minutes of Meeting # \_\_4\_\_**  **Date: March 7, 2023 (Tue)**  **Time: 1pm -2pm**  **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 | Report the issues from previous tasks. | | Team T21 members | Mar 9, 2023 | 100% | Mar 9, 2023 |
| Item # 1 | Analyze the problems from the team members report, reassign the tasks. | | Lale Mulati | Mar 10, 2023 | 100% | Mar 10, 2023 |
| Item # 2 | Move the database (from Heroku to MongoDB) | | Elham Veisouei | Mar 12, 2023 | 100% | Mar 12, 2023 |
| Item # 3 | Host item list page update (fix the image problem) | | Artem Elagin | Mar 11, 2023 | 100% | Mar 11, 2023 |
| Item #4 | Frontend (UI/UX update) plan (Discuss with Artem) | | Abdelaziz | Mar 9, 2023 | 100% | Mar 9, 2023 |
| Next meeting date | Date: Mar 14, 2023  Time: 12pm – 1pm  Location: Campus Library  **Signature:**  Team member 1: Abdelaziz Omar  Team member 2: Artem Elagin  Team member 3: Elham Veisouei  Team member 4: Lale Mulati | |  |  |  |  |