|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | |  |  |  |  |
| **Team \_\_38\_\_** | | **Capstone Project I**  **Minutes of Meeting #15 \_\_\_\_**  **Date: 17/10/2025 Time: 12:00pm**  **Location: George Brown college Casa loma Campus** | | |  |  |  |  |
|  | | | | |  |  |  |  |
|  | | | | |  |  |  |  |
| Attendees: | |  |  | **Miguel Angel Gutierrez Serrano**  **Mehmet Ali KABA**  **Pornpajee Sunkkadithee**  **Parisa Mohammadkarimi** | | | | | |
|  | | | | |  |  |  |  |
| **Agenda** | | | | |  |  |  |  |
| **Item** | **Description** | | | | **Responsibility** | **Planned completion Date** | **Status**  **% done till date** | **Actual Date** |
| 01 | Review of previous meeting | | | | All Members | 09/17/2024 | Completed | 09/24/2024 |
| 02 | Project Summary | | | | Mehmet Ali KABA | 09/17/2024 | Completed | 09/17/2024 |
| 03 | Review of previous meeting | | | | All Members | 09/20/2024 | Completed | 09/24/2024 |
| 04 | Project High Level Requirement | | | | Mehmet Ali KABA | 09/24/2024 | Completed | 09/27/2024 |
| 05 | Project vision | | | | Pornpajee Sunkkadithee and  Miguel Angel Gutierrez Serrano | 09/25/2024 | Completed | 09/27/2024 |
| 06 | Minute of meeting | | | | Pornpajee Sunkkadithee and  Parisa Mohammadkarimi | 09/24/2024 | Completed | 09/27/2024 |
| 08 | Project High Level Requirement | | | | Pornpajee Sunkkadithee and Mehmet Ali KABA | 09/24/2024 | Completed | 09/27/2024 |
| 09 | Personas and User Stories | | | | Pornpajee Sunkkadithee and Mehmet Ali KABA | 09/27/2024 | Completed | 09/27/2024 |
| 10 | Project Plan | | | | Pornpajee Sunkkadithee  Mehmet Ali KABA | 10/2/2024 | Completed | 10/6/2024 |
| 11 | Team Charter Template | | | | Miguel Angel Gutierrez Serrano | 10/2/2024 | Completed | 10/4/2024 |
| 12 | Minute of meeting | | | | Pornpajee Sunkkadithee | 10/4/2024 | Completed | 10/6/2024 |
| 13 | Product Backlog | | | | Pornpajee Sunkkadithee | 10/2/2024 | Completed | 10/4/2024 |
| 14 | Sprint Backlog | | | | Pornpajee Sunkkadithee | 10/2/2024 | Completed | 10/4/2024 |
| 15 | Software Requirements Analysis and Design Assignment | | | | Pornpajee Sunkkadithee  Mehmet Ali KABA  Miguel Angel Gutierrez Serrano  Parisa | 11/05/2024 | Completed | 11/08/2024 |
| 16 | Mockups | | | | Pornpajee Sunkkadithee  Mehmet Ali KABA  Miguel Angel Gutierrez Serrano  Parisa Mohammadkarimi | 11/17/2024 | Completed | 11/22/2024 |
| 17 | Technology Requirements | | | | Pornpajee Sunkkadithee  Mehmet Ali KABA  Miguel Angel Gutierrez Serrano  Parisa Mohammadkarimi | 11/17/2024 | Completed | 11/22/2024 |
| 18 | PowerPoint and presentation | | | | Pornpajee Sunkkadithee  Mehmet Ali KABA  Miguel Angel Gutierrez Serrano  Parisa Mohammadkarimi | 11/26/2024 | Completed | 11/29/2024 |
| 19 | Project plan v2.0 | | | | Pornpajee Sunkkadithee | 02/02/2025 | Completed | 01/28/2024 |
| 20 | Project status Report | | | | Pornpajee Sunkkadithee  Miguel Angel Gutierrez Serrano  Parisa Mohammadkarimi | 02/02/2025 | Completed | 11/29/2024 |
| 21 | Team Charter | | | | Pornpajee Sunkkadithee | 02/02/2025 | Completed | 11/28/2024 |
| 22 | Minute of meeting | | | | Pornpajee Sunkkadithee | 02/02/2025 | Completed | 11/28/2024 |
| Next meeting date | Date: 01/24/2024  Time: 10:00  Location: George Brown College- Casaloma Campus  Agenda:  Signatures:  Mehmet Ali KABA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Miguel Angel Gutierrez:  \_\_\_\_\_\_\_\_\_\_\_\_\_  Pornpajee Sunkkadithee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parisa Mohammadkarimi: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  |  |  |