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| **Team 11** | | **Capstone Project II**  **Minutes of Meeting # 1**  **Date: 2025-01-25**  **Time: 2:00pm**  **Location: Online** |  |  |  |  |
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|  | | |  |  |  |  |
| Attendees:  Non-attendees: | | Team Member 1: Prabhnoor Singh  Team Member 2: Kevin Lapointe  Team Member 3: Khoa Huynh  Team Member 4: Maimaiti Waisiman  Team Member 5: Jonathan Weir  Syed, Adam |  |  |  |  |
|  | | |  |  |  |  |
| **Agenda** | | |  |  |  |  |
| **Item** | **Description** | | **Responsibility** | **Planned completion Date** | **Status**  **% done till date** | **Actual**  **completion**  **Date** |
| Review of previous meeting | First Meeting | |  |  |  |  |
| Tasks Assigned as per previous meeting | First Meeting | |  |  |  |  |
| Project Plan Template | Discussed the project plan template and the information that should be added or modified. | | All team members | 2025-01-25 | 100% | 2025-01-30 |
| Project Status Report | Discussed the project status report and assigned tasks to group members. | | All team members | 2025-28-25 | 100% | 2025-01-30 |
| Minutes of Document Submission | Filled out the minutes of meeting document with information and items required for sprint 5. | | All team members | 2025-28-25 | 100% | 2025-01-30 |
| Next meeting date | Date: 2025-01-28  Time: 2:00pm  Location: Online  Agenda: Any issues that arise with finishing Sprint 5’s required documents  **Signature:**  Team member 1:Prabhnoor Singh  Team member 2:Kevin Lapointe  Team member 3: Maimaiti Waisiman  Team member 4: Khoa Huynh  Team member 5: Jonathan Weir | |  |  |  |  |