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| **Team 11** | | **Capstone Project II**  **Minutes of Meeting # 3**  **Date: 2025-03-08**  **Time: 4:00pm**  **Location: Online** |  |  |  |  |
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| 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  Team Member 6: Adam Syed |  |  |  |  |
|  | | |  |  |  |  |
| **Agenda** | | |  |  |  |  |
| **Item** | **Description** | | **Responsibility** | **Planned completion Date** | **Status**  **% done till date** | **Actual**  **completion**  **Date** |
| Review of previous meeting | All team members are up to date on what coding is required to finish the application and what resources to use. | |  |  |  |  |
| Tasks Assigned as per previous meeting | Discussed the continuation of coding the Employee Management Application. | | All team members | 2025-03-08 | 100% | 2025-03-08 |
| Sprint 7 Project Status Report 2 Template | Assign team members to finish the Project Status Report 2 Template document. | | All team members | 2025-03-08 | 100% | 2025-03-09 |
| Minutes of Document Submission | Filled out the minutes of meeting document with information and items required for sprint 7. | | All team members | 2025-03-08 | 100% | 2025-03-08 |
| Next meeting date | Date: 2025-03-15  Time: 3:00pm  Location: Online  Agenda: Discuss what is still required to finish the Employee Management Application.  **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  Team member 6: Adam Syed | |  |  |  |  |