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| --- | --- | --- | --- | --- | --- | --- |
|  | | |  |  |  |  |
| **Team \_\_\_\_** | | **Capstone Project II**  **Minutes of Meeting # \_\_\_\_**  **Date: Time:**  **Location:** |  |  |  |  |
|  | | |  |  |  |  |
|  | | |  |  |  |  |
| Attendees:  Non-attendees: | | <Full names of team member/s who attended this meeting>  <Full names of team member/s who did NOT attend this meeting> |  |  |  |  |
|  | | |  |  |  |  |
| **Agenda** | | |  |  |  |  |
| **Item** | **Description** | | **Responsibility** | **Planned completion Date** | **Status**  **% done till date** | **Actual**  **completion**  **Date** |
| Review of previous meeting |  | |  |  |  |  |
| Tasks Assigned as per previous meeting |  | |  |  |  |  |
| Item # 1… |  | |  |  |  |  |
| Item # 2… |  | |  |  |  |  |
| Item # 3… |  | |  |  |  |  |
| Next meeting date | Date:  Time:  Location:  Agenda:  **Signature:**  Team member 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team member 5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |  |  |