

Team
45

Capstone Project I

Minutes of Meeting # 120

Date: 18- 09-2024

Time:10:00 AM

**Location:George Brown
College**

Attendees: Team member 1: Abdulgafar Towolawi
Team member 3: Subhan Mohammed Abdul
Team member 2: Ahad Abdul
Team member 4: Bhavya Vaghela
Team member 5: Michael West

Agenda

Item	Description	Responsibility	Planned completion Date	Status % done till date	Actual Date
Review of previous meeting	-	-	-	-	-
Tasks Assigned as per previous meeting	To come up with ideas for the project and to start working on project vision and summary	everyone	-	-	-
Item # 1...	Project summary	Everyone	18-09-2024	100%	-
Item # 2...	Finalize everything for project	everyone	-	-	-
Item # 3...	Start intro for project vision	Subhan, Ahad, Michael	19-09-2024	10%	
Next meeting date	Date:19-09-2024 Time: 2:00 PM Location:College Agenda: Work on project Vision Signature: Team member 1: subhan Team member 2: ahad Team member 3: bhavya Team member 4: abdulgafar Team member 5: michael				

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Team

45

Capstone Project I

Minutes of Meeting #150

Date: 19- 09-2024

Time:2:00PM

Location:George Brown College(library)

Attendees:	Team member 1: Abdulgafar Towolawi Team member 3: Subhan Mohammed Abdul Team member 2: Ahad Abdul Team member 4: Bhavya Vaghela Team member 5: Michael West
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Agenda					
Item	Description	Responsibility	Planned completion Date	Status % done till date	Actual Date
Review of previous meeting	Project decided and started working on project vision	-	-	-	-
Tasks Assigned as per previous meeting	To finalize positioning and stakeholder and user description	everyone	-	-	-
Item # 1...	Positioning	Everyone	19-09-2024	100%	-
Item # 2...	Stakeholder and user description	everyone	19-09-2024	100%	-
Item # 3...	Putting in all the discussed things into the document	Bhavya, abdulgafar	19-09-2024	100%	19-09-2024

Next meeting date	Date:25-09-2024 Time: 2:00 PM Location:College Agenda: to complete project vision and start working on HLBR Signature: Team member 1: subhan Team member 2: ahad Team member 3: bhavya Team member 4: abdulgafar Team member 5: michael				
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<div> <div>Team</div> <div>45</div> </div>	<div> <div>Capstone Project I</div> <div>Minutes of Meeting #240</div> <div> Date: 26- 09-2024 Time:2:00PM Location:George Brown College(library) </div> </div>				
Attendees:	Team member 1: Abdulgafar Towolawi Team member 3: Subhan Mohammed Abdul Team member 2: Ahad Abdul Team member 4: Bhavya Vaghela Team member 5: Michael West				
<div>Agenda</div>					
Item	Description	Responsibility	Planned completion Date	Status % done till date	Actual Date
Review of previous meeting	Completed 50% of project vision	everyone	19-09-2024	100%	25-09-2024
Tasks Assigned as per previous meeting	To start working on stakeholder requirements and HLBR and to complete vision document	everyone	26-09-2024	50%	25-09-2024
Item # 1...	Stakeholder Requirement	Everyone	26-09-2024	100%	25-09-2024

Item # 2...	System features , assumptions and constraints	everyone	26-09-2024	100%	25-09-2024
Item # 3...	Be done with 50% of HLBR	everyone	27-09-2024	10%	25-09-2024
Next meeting date	Date:27-09-2024 Time: 2:00 PM Location:College Agenda: to review project vision and complete HLBR and personas and user stories Signature: Team member 1: subhan Team member 2: ahad Team member 3: bhavya Team member 4: abdulgafar Team member 5: michael				

<div> <div> <div>Team</div> <div>45</div> </div> <div> <div>Capstone Project I</div> <div>Minutes of Meeting #300</div> <div> Date: 27- 09-2024 Time:2:00PM Location:George Brown College(library) </div> </div> </div>					
<div>Attendees:</div> <div> Team member 1: Abdulgafar Towolawi Team member 3: Subhan Mohammed Abdul Team member 2: Ahad Abdul Team member 4: Bhavya Vaghela Team member 5: Michael West </div>					
<div>Agenda</div>					
Item	Description	Responsibility	Planned completion Date	Status % done till date	Actual Date
Review of previous meeting	Completed project vision and 10% of HLBR	everyone	26-09-2024	100%	26-09-2024
Tasks Assigned as per previous	To complete HLBR and personas and user stories documents	everyone	28-09-2024	50%	26-09-2024

meeting					
Item # 1...	Complete HLBR	Everyone	28-09-2024	100%	26-09-2024
Item # 2...	personas	everyone	28-09-2024	100%	26-09-2024
Item # 3...	User stories	everyone	28-09-2024	100%	26-09-2024
Next meeting date	Date:- Time: Location:College Agenda: Signature: Team member 1: subhan Team member 2: ahad Team member 3: bhavya Team member 4: abdulgafar Team member 5: michael				