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| **Team \_45\_\_\_** | | **Capstone Project I**  **Minutes of Meeting #**  **180**  **Date: 22- 10-2024 Time:10:00 AM**  **Location:George Brown College** |  |  |  |  |
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|  | | |  |  |  |  |
| 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 | Continue work on S3 Requirements, focusing on system and design aspects | | everyone | 22- 10-2024 |  | 22- 10-2024 |
| Item # 1… | Finalize Functional Requirements (User Registration, Service Browsing, Secure Payment, etc.) | | Everyone | 22- 10-2024 | 100% | 22- 10-2024 |
| Item # 2… | Define Non-Functional Requirements (Performance, Security, Portability, etc.) | | Abdulgafar, Bhavya | 22- 10-2024 | 100% | 22- 10-2024 |
| Item # 3… | Complete Data Modelling and Process Modelling, including sequence and data flow diagrams | | Subhan, Ahad | 22- 10-2024 | 100% | 22- 10-2024 |
| Next meeting date | Date:18-10-2024  Time: 2:00 PM  Location:College  Agenda:  **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 #**  **180**  **Date: 18- 10-2024 Time:2:00PM**  **Location:George Brown College(library)** |  |  |  |  |
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|  | | |  |  |  |  |
| 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 | Continue work on S3 Requirements, focusing on system and design aspects | | everyone | 18- 10-2024 | 100% | 18- 10-2024 |
| Item # 1… | Finalize Functional Requirements (User Registration, Service Browsing, Secure Payment, etc.) based on S3 document | | Everyone | 18- 10-2024 | 100% | 18- 10-2024 |
| Item # 2… | |  | | --- | |  |  |  | | --- | | Define Non-Functional Requirements (Performance, Security, Portability, etc.) | | | everyone | 18- 10-2024 | 100% | 18- 10-2024 |
| Item # 3… | Complete Data Modelling and Process Modelling, including sequence and data flow diagrams | |  | 18- 10-2024 | 100% | 18- 10-2024 |
| Next meeting date | Date:8-11-2024  Time: 2:00 PM  Location:College  Agenda:  **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 #**  **240**  **Date: 8- 11-2024 Time:2:00PM**  **Location:George Brown College(library)** |  |  |  |  |
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|  | | |  |  |  |  |
| 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 | Review progress on system overview and initial design setup | | everyone | 8- 11-2024 | 100% | 8- 11-2024 |
| Tasks Assigned as per previous meeting | Continue work on S3 Requirements to finalize design, data requirements, and operational constraints | | everyone | 8- 11-2024 | 100% | 8- 11-2024 |
| Item # 1… | |  | | --- | |  |  |  | | --- | | Finalize Functional Requirements: User Registration, Service Browsing, Secure Payment, Service Provider Management, Review & Rating System | | | Everyone | 8- 11-2024 | 100% | 8- 11-2024 |
| Item # 2… | Define Non-Functional Requirements: Performance, Reliability, Availability, Security, Maintainability, Portability | | everyone | 8- 11-2024 | 100% | 8- 11-2024 |
| Item # 3… | Complete Data Modelling and Process Modelling: Sequence Diagrams, Data Flow Diagrams, Class Diagrams | | everyone | 8- 11-2024 | 100% | 8- 11-2024 |