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| **Team \_45\_\_\_** | | **Capstone Project II**  **Minutes of Meeting #**  **120**  **Date: 14-03-2025 Time: 2:00 PM**  **Location: College** |  |  |  |  |
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|  | | |  |  |  |  |
| Attendees:  Non-attendees: | | Ahad Abdul  Bhavya Vaghela  Michael West  Subhan Mohammed Abdul  Abdulgafar Towolawi |  |  |  |  |
|  | | |  |  |  |  |
| **Agenda** | | |  |  |  |  |
| **Item** | **Description** | | **Responsibility** | **Planned completion Date** | **Status**  **% done till date** | **Actual**  **completion**  **Date** |
| Review of previous meeting | Coding for admin interface | | ---- | -- | - | - |
| Tasks Assigned as per previous meeting | Coding for admin interface | | Everyone | -- | 0 % | -- |
| Item # 1… | Interconnection between all the interfaces | | Everyone | -- | -- | -- |
| Item # 2… |  | |  | -- | -- | -- |
| Item # 3… |  | |  |  |  |  |
| Next meeting date | Date:19-03-2025  Time: 12:00 PM  Location: College  Agenda: coding for admin interface  **Signature:**  Team member 1: Subhan  Team member 2: Bhavya  Team member 3: Ahad  Team member 4: Michael | |  |  |  |  |

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| **Team \_45\_\_\_** | | **Capstone Project II**  **Minutes of Meeting #**  **150 minutes**  **Date: 19-03-2025 Time: 12:00 PM**  **Location: College** |  |  |  |  |
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| Attendees:  Non-attendees: | | Ahad Abdul  Abdulgafar towolawi  Bhavya Vaghela  Michael West  Subhan Mohammed Abdul  <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 | Coding for admin interface | | Everyone | -- | - | - |
| Tasks Assigned as per previous meeting | Interconnection between all the interfaces | | Everyone | 19-03-2025 | 40 % | -- |
| Item # 1… | Completing coding | | Everyone | 19-03-2025 | 80% | -- |
| Next meeting date | Date:20-03-2025  Time: 12:00 PM  Location: College  Agenda: To review coding work  **Signature:**  Team member 1: Subhan  Team member 2: Bhavya  Team member 3: Ahad  Team member 4: Michael  Team member 5: Abdulgafar | |  |  |  |  |

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| **Team \_45\_\_\_** | | **Capstone Project II**  **Minutes of Meeting #**  **100 minutes**  **Date: 20-03-2025 Time: 12:00 PM**  **Location: College** |  |  |  |  |
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| Attendees:  Non-attendees: | | Ahad Abdul  Abdulgafar towolawi  Bhavya Vaghela  Michael West  Subhan Mohammed Abdul  <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 | Coding for admin interface, interconnection between interfaces | | Everyone | -- | - | - |
| Tasks Assigned as per previous meeting | Complete coding | | Everyone | 19-03-2025 | 80 % | -- |
| Item # 1… | Completing coding | | Everyone | 19-03-2025 | 90% | -- |
| Next meeting date | Date:26-03-2025  Time: 2:00 PM  Location: College  Agenda: testing and reviewing work done  **Signature:**  Team member 1: Subhan  Team member 2: Bhavya  Team member 3: Ahad  Team member 4: Michael  Team member 5: Abdulgafar | |  |  |  |  |

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| **Team \_45\_\_\_** | | **Capstone Project II**  **Minutes of Meeting #**  **200 minutes**  **Date: 26-03-2025 Time: 4:00 PM**  **Location: Zoom** |  |  |  |  |
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| Attendees:  Non-attendees: | | Ahad Abdul  Abdulgafar towolawi  Bhavya Vaghela  Michael West  Subhan Mohammed Abdul  <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 | Complete coding and testing | | Everyone | -- | - | - |
| Tasks Assigned as per previous meeting | Complete coding and start testing | | Subhan and Michael | 26-03-2025 | 80 % | -- |
| Item # 1… | Testing | | Everyone | 26-03-2025 | 90% | -- |
| Item # 2… | Complete Sprint 8 | | Subhan and Abdulgafar | 26-03-2025 | 80% |  |
| Next meeting date | Date:27-03-2025  Time: 2:00 PM  Location: College  Agenda: testing and reviewing work done  **Signature:**  Team member 1: Subhan  Team member 2: Bhavya  Team member 3: Ahad  Team member 4: Michael  Team member 5: Abdulgafar | |  |  |  |  |