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| **Team 32** | **Capstone Project I**  **Minutes of Meeting # 4**  **Date: Wednesday November 6 Time: 12:00 pm**  **Location: Casa Loma Campus E228** |  |  |  |
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| Attendees: | Team member 1: Mike Denton  Team member 2: Jawad Butt  Team member 3: Talha Sultan  Team member 4: Jason Thai  Team member 5: |  |  |  |
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| **Agenda** | |  |  |  |
| **Item** | **Description** | **Responsibility** | **Planned Date** | **Actual Date** |
| Review of previous meeting | Meeting rescheduled due to inconveniences | N/A | January 8th 2020 12:00 pm | January 15th 2020 12:00 pm |
| Status of Tasks as per previously assigned | Update on project, discussing interior image, and presenting working demo to stakeholder | Stakeholder, developers | January 15th 2020 | January 15th 2020 |
| Item # 1… | AutoCAD designs of map images | Stakeholder |  |  |
| Item # 2… | Adding more features to project | Developers |  |  |
| Item # 3… |  |  |  |  |
| Next meeting date | Date: Wednesday January 22nd  Time: 12:00 pn  Location: Casa Loma Campus E228  Agenda: AutoCAD image designs  **Signature:**  Team member 1: Jawad Butt  Team member 2: Mike Denton  Team member 3: Jason Thai  Team member 4: Talha Sultan |  |  |  |