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| **Team 30** | **Capstone Project II**  **Minutes of Meeting #7**  **Date: 01/13/2020 Time: 02:00PM – 04:00PM**  **Location: George Brown College – Room C406** |  | |  | |  | |
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| Attendees: | Team member 1: Thanh Quan  Team member 3: Thong Nguyen  Team member 2: Quang Pham  Team member 4: Tu Nguyen |  | |  | |  | |
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| **Agenda** | | |  | |  | |  |
| **Item** | **Description** | **Responsibility** | | **Planned Date** | | **Actual Date** | |
| Review of previous meeting | Each member arrives on time to the meeting, and task assign was given to individual or group who are confident in their assigned task. | Thong Nguyen | | 01/06/2020 | | 01/06/2020 | |
| Tasks Assigned as per previous meeting | Complete learning process for new technologies  1. D3.js library  Learning D3.js is to help our team complete the data visualization feature for manager’s dashboard  2. Google Cloud Platform  Google Cloud Platform is chosen to host our entire business due to its ease of use  3. NativeScript study and development environment set up  4. Authentication Implementation  5. Database Creation | Thanh Quan, Thong Nguyen, Quang Pham, Tu Nguyen | | 01/08/2020 | | 01/18/2020 | |
| Status of Tasks as per previously assigned:  In process | Unfortunately, what we decided to finish in our last meeting is quite heavy for us. We are still in the process of finishing everything up | Thanh Quan, Thong Nguyen, Quang Pham, Tu Nguyen | | 01/10/2020 | | 01/18/2020 | |
| Implementing  manager’s features as planned | Still in process | Thanh Quan, Thong Nguyen, Quang Pham, Tu Nguyen | | 01/22/2020 | | In Process | |
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| Research and read documentation of popular POS systems | Because we offer the POS integration in our application. Finding a well-documented and free API to work with is mandatory for all team members | Thong Nguyen, Quang Pham, Thanh Quan, Tu Nguyen | | 01/08/2020 | | In Process | |
| Revised Project Plan Discussion | After our team’s discussion, we decided to move our milestones for completing manager’s features to the end of January instead of Jan 22 as planned. However, by the end of January, we must deliver both business website and manager’s features | Thong Nguyen, Quang Pham, Tu Nguyen, Thanh Quan | | 01/06/2020 | | 01/06/2020 | |
| Docker Environment set up for development team | Thong Nguyen is responsible for this part, and he is still working on building a reliable development environment for the team | Thong Nguyen | | 01/20/2020 | | In Process | |
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| Minutes of Meetings | Keep every minutes of meetings followed the template posted on BlackBoard | Thong Nguyen | | 01/13/2020 | | 01/13/2020 | |
| Next meeting date | Date: 01/20/2020  Time: 02:00 PM - 04:00PM  Location: George Brown College  Agenda:   * Sprint 5 summary * UI Library selection   **Signature:**  Team member 1: Thanh Quan  Team member 2: Tu Nguyen  Team member 3: Thong Nguyen  Team member 4: Quang Pham | Thanh Quan, Tu Nguyen, Thong Nguyen, Quang Pham | | 01/20/2020 | | 01/20/2020 | |