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| **Team 30** | **Capstone Project II**  **Minutes of Meeting #11**  **Date: 27/03/2020 Time: 02:00PM – 04:00PM**  **Location: Slack Chat Room** |  | |  | |  |
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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 | | 06/03/2020 | | 06/03/2020 |
| Tasks Assigned as per previous meeting | 1. Stripe API Implementation  2. Employee and Manager Dashboard for both mobile and web version  3. Clean the UI for business website | Thanh Quan, Thong Nguyen, Quang Pham, Tu Nguyen | | 06/03/2020 | | 06/03/2020 |
| Status of Tasks as per previously assigned:    In process  Application deployment  Optimize the server  Done | For this period, our team members managed to complete every tasks that was given to them in the last meeting  Our team has a deployment for both mobile and website to the server  We have to do code review and clean up the server for the last time before deploying it to the production mode | Thanh Quan, Thong Nguyen, Quang Pham, Tu Nguyen  Thong Nguyen  Thong Nguyen | | 27/03/2020  27/03/2020  02/04/2020 | | 27/03/2020  04/04/2020  02/04/2020 |
| Clean the UI for business website | Done | Quang Pham | | 18/03/2020 | | 20/03/2020 |
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| Employee and Manager Dashboard for web version | Done | Thong Nguyen, | | 21/03/2020 | | 21/03/2020 |
| Stripe API backend implementation  Employee and Manager Dashboard for mobile version | Done  Done | Thong Nguyen,  Thanh Quan, Tu Pham | | 15/03/2020  20/03/2020 | | 18/03/2020  22/03/2020 |
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| Minutes of Meetings | Keep every minutes of meetings followed the template posted on BlackBoard | Thong Nguyen | | 06/03/2020 | | 06/03/2020 |
| Next meeting date | Date: 17/06/2020  Time: 05:00 PM - 11:00PM  Location: Thong’s House  Agenda:   * Celebrate the success of the capstone project   **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 | | 17/06/2020 | | In process |