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| **Team 30** | **Capstone Project I**  **Minutes of Meeting # 1**  **Date: 09/12/2019 Time: 10:00AM – 12:00AM**  **Location: George Brown College** |  |  |  |
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| Attendees: | Team member 1: Thanh Quan  Team member 2: Thong Nguyen  Team member 3: Tu Nguyen |  |  |  |
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| **Agenda** | |  |  |  |
| **Item** | **Description** | **Responsibility** | **Planned Date** | **Actual Date** |
| Review of previous meeting | The is the first meeting of our team |  |  |  |
| Think of an idea for the project | Every team member has to think of a project idea that has a SMART goal, well scoped, and can apply into the Canadian market | Thanh Quan, Thong Nguyen, Tu Nguyen | 09/19/2019 | 09/19/2019 |
| Next meeting date | Date: 09/26/2019  Time: 10:00 AM - 12:00AM  Location: George Brown College  Agenda: Sprint 1 task summary  **Signature:**  Team member 1: Thanh Quan  Team member 2: Tu Nguyen  Team member 3: Thong Nguyen  Team member 4: Quang Pham | Thong Nguyen, Thanh Quan, Quang Pham, Tu Nguyen | 09/26/2019 | 09/26/2019 |