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| **Team 30** | **Capstone Project I**  **Minutes of Meeting # 5**  **Date: 10/31/2019 Time: 10:00AM – 12:00AM**  **Location: George Brown College** |  | |  | |  | |
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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 | | 10/03/2019 | | 10/03/2019 | |
| Tasks Assigned as per previous meeting | System Design Specifications:  1. System Design Diagram  Use Case Diagrams, Normalized Data Model Diagram, Sequence Diagrams, Activity Diagrams, UML Class Diagram, Data Flow Diagram  2. Other requirements   * Introduction * System Overview * Function Requirements * Non-Functional Requirements * Logical Database Requirements | Thanh Quan, Thong Nguyen, Quang Pham, Tu Nguyen | | 11/03/2019 | | 11/06/2019 | |
| Status of Tasks as per previously assigned:  Done | Each member of the groups is executing their assigned task bit by bit and slowly but surely reaching the complete status without hesitation. | Thanh Quan, Thong Nguyen, Quang Pham, Tu Nguyen | | 11/03/2019 | | 11/06/2019 | |
| System Diagrams | Review the knowledge from previous semester that we learned in System Design course, and apply to the System Design Specifications Document. Every team member try to use the references listed in the given template as well as additional resources to create a well-structured document | Thong Nguyen  Quang Pham | | 11/03/2019 | | 11/08/2019 | |
| Introduction | Try to be more clear and specific when writing the scope. Since we already lost mark in the scope part from sprint 2 | Quang Pham | | 11/03/2019 | | 11/08/2019 | |
| System Overview | Clearly think about the constraints, assumptions, and dependencies when building the system | Quang Pham, Thong Nguyen | | 11/03/2019 | | 11/08/2019 | |
| Function Requirements | List all the functions included in the system, and how it actually works | Thong Nguyen | | 11/03/2019 | | 11/08/2019 | |
| Non-Functional Requirements | Discuss about the factors that team needs to address to improve the overall performance of system | Thong Nguyen | | 11/03/2019 | | 11/08/2019 | |
| Logical Database Requirement | It’s the most important part of the system because data is what will help the business earn money | Thong Nguyen | | 11/03/2019 | | 11/09/2019 | |
| Minutes of Meetings | Keep every minutes of meetings followed the template posted on BlackBoard | Thanh Quan | | 11/08/2019 | | 11/08/2019 | |
| Next meeting date | Date: 10/10/2019  Time: 10:00 AM - 12:00AM  Location: George Brown College  Agenda:   * Sprint 3 Summary * Mockup and Wireframe discussion   **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 | | 11/14/2019 | | 11/14/2019 | |