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| **Team 30** | **Capstone Project I**  **Minutes of Meeting # 3**  **Date: 09/26/2019 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 | 09/12/2019 | 09/12/2019 |
| Tasks Assigned as per previous meeting | Each member has to review the Agile approach to project management, and documents needed to start the documentation development which is the first phase of the project management process | Thanh Quan, Thong Nguyen, Quang Pham, Tu Nguyen | 09/12/2019 | 09/12/2019 |
| Status of Tasks as per previously assigned:  In Progress | 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 | 09/19/2019 | 09/19/2019 |
| User Persona | Finish half of the user persona including manager and kitchen staff. | Thanh Quan | 09/26/2019 | 09/26/2019 |
| Project Summary | Finish writing project summary, and everyone is required to take a look. | Thong Nguyen,  Thanh Quan | 09/26/2019 | 09/26/2019 |
| User stories | Planning out the user stories by communicating with Thanh Quan whose assign with user persona task. | Tu Nguyen, Quang Pham | 09/26/2019 | 09/26/2019 |
| High Level Requirement | Finish writing the Business Context Diagram and currently writing the all necessary field required. | Thong Nguyen | 09/26/2019 | 09/26/2019 |
| Project Vision | Thong Nguyen and Quang Pham is currently continuing writing the Project Vision and will be finish by tomorrow. | Thong Nguyen, Quang Pham,  Thanh Quan, Tu Nguyen | 09/26/2019 | 09/26/2019 |
| 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 | Thanh Quan, Tu Nguyen, Thong Nguyen, Quang Pham | 10/03/2019 | 10/03/2019 |