|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  |  |  |
| **Team 30** | **Capstone Project I**  **Minutes of Meeting # 2**  **Date: 09/19/2019 Time: 10:00AM – 12:00AM**  **Location: George Brown College** |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
| Attendees: | Team member 1: Thanh Quan  Team member 3: Thong Nguyen  Team member 2: Quang Pham  Team member 4: Tu Nguyen |  |  |  |
|  | |  |  |  |
| **Agenda** | |  |  |  |
| **Item** | **Description** | **Responsibility** | **Planned Date** | **Actual Date** |
| Review of previous meeting | Project topic technology selection | Thong Nguyen | 09/12/2019 | 09/12/2019 |
| Tasks Assigned as per previous meeting | Research on the topic that the team is currently working on, and the technology that team members are confident to use | Thanh Quan, Thong Nguyen, Quang Pham, Tu Nguyen | 09/12/2019 | 09/12/2019 |
| Status of Tasks as per previously assigned | All team members agreed to use MEAN stack as the technology for this project | Thanh Quan, Thong Nguyen, Quang Pham, Tu Nguyen | 09/19/2019 | 09/19/2019 |
| Review the process of developing a software | 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 | 09/19/2019 | 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 |