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| **Team 30** | **Capstone Project I**  **Minutes of Meeting # 4**  **Date: 10/03/2019 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 | 09/26/2019 | 09/26/2019 |
| Tasks Assigned as per previous meeting | User Persona, Project Summary, User Stories, High-Level Requirement, Project Vision | Thanh Quan, Thong Nguyen, Quang Pham, Tu Nguyen | 09/26/2019 | 09/26/2019 |
| 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 | 09/26/2019 | 09/26/2019 |
| Project Plan | Research about how to achieve a successful project, and apply those outcomes into developing a successful project plan | Thong Nguyen  Quang Pham | 10/03/2019 | 10/03/2019 |
| Team Charter | Acknowledge of the purpose of forming this team as well as factors around the team | Tu Nguyen  Thanh Quan | 10/03/2019 | 10/03/2019 |
| Minutes of Meetings | Keep every minutes of meetings followed the template posted on BlackBoard | Thanh Quan | 10/03/2019 | 10/03/2019 |
| Product Backlog | Finish writing the Business Context Diagram and currently writing the all necessary field required. | Thong Nguyen | 10/03/2019 | 10/03/2019 |
| Sprint Backlog | Using the previous document which is the user stories to measure and create an appropriate sprint backlog | Thong Nguyen, Quang Pham,  Thanh Quan, Tu Nguyen | 10/03/2019 | 10/03/2019 |
| Next meeting date | Date: 10/10/2019  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 | 10/10/2019 | 10/10/2019 |