

## Handling project execution

Proper project execution will be realized with the following:

- A Plan of Action was made containing a planning. This planning will be updated whenever necessary.
- A daily stand-up will take place in order to keep track of all progress. The progress made on that day will be discussed as well as the progress planned for the next day.
- The team members will monitor each other's individual progress and offer to help where needed.
- Weekly meetings will take place in the presence of the project coordinator in order to discuss any important points. The discussions during these meetings can also influence the 'roadmap' of the project.
- All team members will actively analyze and provide feedback for all products such as written documentation.