Minutes of project meeting [projectq name]

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| Subject: | **Interview process and web design roles** | | | |
| Date: | **31/08/2022** | | Time: 15:20 | |
| Place: | **Room 1.016** | | | |
| Chairman: | **Bernardo** | | Minutes secretary: Alex | |
| Present: | **Alex, Bernardo, Funmy, Gabriel** | | | |
| Absent: | **Robert, Alexandria, Alan** | | | |
| **Information**   * Finish project activities, interim, project organization, planning in the project planner * Interview questions have been finalised, roles are confirmed for interview   Web development   * Need starting page, navigation bar, contact page, newsletter page, menu page, video page * Menu would be a PDF * 3 pages per person for current teams * Learning PHP next week, also doing this for the designs * Work on it first * Do prices and PDF in one page * Need contact information of the coffee shop * Finish quality and risk | | | | |
| **Decisions**   * Bernie doing nav bar, newsletter, starting page * Funmy doing contact, video, menu page * Alex doing menu page, nav bar, newsletter * Gabriel doing contact, video, starting page * Make 2 designs for the menu page, one with arrows and one with the downloadable PDF | | | | |
| **Action points** | |  | |  |
| **What?** | | **Who?** | | **When?** |
| Quality and risks | | Funmy and Alex | | 1/09/22 |
| Project Planner | | Bernie and Gabriel | | 1/09/22 |
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| **Next meeting**   * Date: 02/09/2022 * Place: Emmen * Time: 2pm | | | | |