**Minutes**

-Location:R10  
-Date: 08-09-2021  
-Time: 14:30-4:00

Attendees:

* Boakye-Buah, Kenneth K.A. -Time Manager
* Sander Boers-Notator
* Andrija Hanga- Chairman
* Paulius- Minutes

Topics:

Project Plan:

- The tutor mentions that we should be more specific in mentioning people rather than just leaving it as a “spokesperson”.

- We are also informed it is best to leave contact details of the client in the documents

- Styling and formatting of the document is a need.

-The tutor says we need to have a logo.

-Include everything for the client in definitions, acronyms and abbreviations so it would be clear when reading the document

-Describe the current situation by describing by giving it only needed information (gives an example of the current situation with iPhone and Steve Jobs)

- Deliverables – should be something you can use. Example (iPhone) – operating system, analogue buttons, applications.

- Non-deliverables – something that is out of the scope of the project (the website)

- Constraints – Nr 2 is a repeat of Nr 1, Nr 3 is not needed

-When creating a document it is best to send it a few days prior to meetings since that gives time for the tutor to review the document.

- Comments: meetings 2 times/week (Wednesday, Friday)

-All deliverables need to be delivered at the end of each phase