**Minutes**

-Location: R10 2.60 Open Space A  
-Date: 10-09-2021  
-Time: 3:30-4:00

Attendees:

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

Topics:

Project Plan:

-How to separate phases where we are implementing: The Activities can be the name of the Phases. Example: Phase 2 Project plan/URS, Phase 3 Login/Profile/Notification etc.

-Deliverance is a tangible object you can see:

Things that are not deliverables: “Project plan approval”. This is a deliverable Use Cases, Wireframe, User requirements.

-Milestone are dates and what you will deliver.

Example 10-09-21 This is what we will deliver Project Plan