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| Team/Group | CB02 KSA\_Solutions | | |
| Date: |  | Time: | 14:30-15:00 |
| Minutes prepared by: | Paulius | Location: | MsTeams |
| 1. Purpose of the meeting | | | |
| The purpose of this meeting was to discuss the project plan | | | |
| 1. Attendees | | | |
| Paulius Stankevičius – Present Boakye-Buah,Kenneth K.A. – Present  Andrija Hanga – Present  Boers, Sander - Present | | | |
| 1. Agenda | | | |
| Topic | Discussion | | |
| **Feedback on 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 current situation by describing by giving it only needed information (gives an example of current situation with iphone and Steve Jobs) * Deliveribles – should be something you can use. Example (Iphone) – operating system, analog 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 | | |
| **Comments** | * 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. | | |