**First Meeting Minutes**

1. We need dedicate 9 to 10 hours per week for GRP

2. Website that has details, such as team names, project number, our progress.

3. Dave is only our advisor, he's not our client.

4. In order to be prepared to meet our client, we need practice interview skills. Refer to chapter four.

5. Familiarize yourself with the software latex.

6. Dave will create our forum on Moodle for our group for future questions and resources.

7. Talk to final year students & take advise from them.

8. Document everything you do, so we can write a proper report later on.

Some of the interview points Dave gave:

- prepare questions.

- some stakeholders don’t know what they want. So be prepared for that.

- negotiate with stakeholder. For example, if you think you can’t make the app in iOS then this can be negotiable.

- propose solutions and ideas.