**Meeting Minutes**

**R.A.D.U - REQUIREMENTS AND DESIGN UTILITY**

**NTT Data Romania S.A.**

**19-21, Constanta Street,**

**400158 Cluj Napoca**

**2019**

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# Introduction

Meetings are used to discuss and address pertinent topics of the project when directing and managing project work. Attendees at the meetings may include the project manager, the project team and appropriate stakeholders involved or affected by the topics addressed. Each attendee should have a defined role to ensure appropriate participation.

Meeting minutes should be stored as defined in the project management plan. Meetings are most effective when all participants can be face-to-face in the same location.

# Meeting Minutes Register

## Meeting #01:

**Date:**

* Monday – 1st April 2019

**Meeting Objective:**

* Kickoff Meeting for the project
* Define the scope of the project
* Define the main requirements

**Location:**

* Conference Room DaVinci- NTT Data Cluj, Tower 1, 7th Floor

**Attendees:**

* Andrei Hirtie
* Bogdan Cunita
* Bogdan Herciu
* Madalina Fantana
* Paul Dobrota

**Report:**

* Defined the scope of the project
* Defined the main idea of the project
* Defined the programming language to be used by the students.

**Next Meeting Objective (if applicable):**

* Define high level requirements.
* Define the number of students.
* Define a base application from where the students can start.
* Define the name of the project

## Meeting #02:

**Date:**

* Monday – 15th July 2019

**Meeting Objective:**

* Project Intro

**Location:**

* 7th Floor, Tower 1. Conference Room.

**Attendees:**

* Paul Dobrota
* Madalina Fantana
* Bogdan Cunita
* Bogdan Herciu
* Rares Orban
* Catalin Cistelican
* Iulia Tamas

**Report:**

* Project Intro
* Day by Day Schedule
* Office Presentation
* Tool Presentation
* Organizational Info’s

**Next Meeting Objective (if applicable):**

* N/A

## Meeting #03:

**Date:**

* Wednesday – 17th July 2019

**Meeting Objective:**

* Status Report.

**Location:**

* 11th Floor, Tower 1,

**Attendees:**

* Bogdan Herciu
* Rares Orban
* Catalin Cistelican
* Iulia Tamas

**Report:**

* Implemented
  + Save
  + Save As
  + Export to Excel (draft form)
  + Check all the class members to be implemented according to requirements
  + Statistics Tab – In Work
  + First Page Tab- Draft

**Next Meeting Objective (if applicable):**

* N/A

## Meeting #04:

**Date:**

* Thursday – 18th July 2019

**Meeting Objective:**

* Status Report.

**Location:**

* 11th Floor, Tower 1,

**Attendees:**

* Madalina Fantana
* Rares Orban
* Catalin Cistelican
* Iulia Tamas

**Report:**

* Implemented
  + Check the project status
  + Publish Button (Excel)
  + Add “Possible Value” class (for predefined values).
  + Statistics Tab (in work).

**Next Meeting Objective (if applicable):**

* N/A

## Meeting #05:

**Date:**

* Friday – 19th July 2019

**Meeting Objective:**

* Status Report.

**Location:**

* 11th Floor, Tower 1,

**Attendees:**

* Bogdan Cunita
* Rares Orban
* Catalin Cistelican
* Iulia Tamas

**Report:**

* Implemented
  + Check the project status
  + Publish Button (Excel)
  + Insert Picture issue.

**Next Meeting Objective (if applicable):**

* N/A