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Software Project Management 2021/2022

Team 31 - Flashee

Meeting Minutes #2

### Date/Time/Location: 26/10/2021, 13:30-13:55, MSTeams - GPS 2122

### Moderator: Burak Tinman ([burak.tinman@haw-hamburg.de](mailto:burak.tinman@haw-hamburg.de))

### Participants

* João Cunha, Client
* Burak Tinman, team member, Moderator, Recorder
* Álvar San Martin Liendo, team member, Timekeeper
* Ângelo Paiva, team member
* Jan Frank, team member
* Pedro Henriques, team member

### Goal

* Review of week 1 action items, improved V&S and Milestone M1.1

### Agenda

1. Greeting (1 min) – Burak
2. Review of last action items (5 min) – Burak
3. Improved V&S review (11:30 min) – Angelo / Alvar
4. Milestone M1.1 review (11:30 min) – Pedro / Jan
5. Goals for next week and AOB (1 min) - Burak

# Week 1 action items

* *[AI1] – Dashboard:*
* *Make goal statement more clea*r -> done by editing Dashboard
* *[AI2] – V&S*
* *Cleanup document* -> done by removing comments
* *Clarify users and stakeholders* -> done by reworking section in V&S draft
* *Clarify solution and features* -> done by reworking section in V&S draft

# Items Discussed

* Week 1 action items were resolved accordingly
* V&S is fine and ready for approval
* M1.1 review is fine and is ready for approval

# Action Items

* [AI1] - V&S
  + Approve the document
* [AI2] - Milestone M1.1 Review
  + Find a solution for the room situation
  + Approve the document

# Next Meeting

* 02/11/2021, 13:30-14:00, MSTeams - GPS 2122
* Moderator: Ângelo