



# Minutes of meeting

## Project Gemorskos

Subject:	3 <sup>rd</sup> meeting of the group project	
Date:	25.11.2024	Time: 13:00 – 13:45
Place:	NHL Stenden Emmen study landscape	
Chairman:	Bence Mohr	Minutes secretary: David Corodeanu
Present:	Kyan Jeuring Peter Kapsiar Ugochukwu Ndiogazili Sanduni Thathsarani Pinpura Dewage David Corodeanu Eliza Horváth Bence Mohr	
Absent:	-	
<b>Information</b> <ul style="list-style-type: none"><li>▪ We may combine the requirements and the functional design together.</li><li>▪ Chapter 8 is too complex and has too much information.</li><li>▪ The company consists of 1 chief editor, 3 editors, 1 web designer, 2 administrative staff, 10 journalists, 5 photographers and freelancers.</li></ul>		
<b>Decisions</b> <ul style="list-style-type: none"><li>▪ The secretary role will not be left blank in the project plan and instead will specify that it will be rotating between the team members.</li><li>▪ The Table of contents from the Project Plan will be fixed.</li><li>▪ Pages will be added to the Project Plan document.</li><li>▪ The infrastructure should be also added as an intermediate outcome.</li></ul>		
<b>Action points</b>		
<b>What?</b>	<b>Who?</b>	<b>When?</b>
Drawing up a Gantt Chart for the Project Plan	Ugochukwu Ndiogazili	29.11.2024
Finish the Improved Project Plan	Everyone	2.12.2024
<b>Next meeting</b> <ul style="list-style-type: none"><li>▪ Date: Unknown</li><li>▪ Place: Unknown</li><li>▪ Time: Unknown</li></ul>		