

WEEK 3 MEETING MINUTES



Location: MS-Teams

Date: 23/09/2020

Time: 16:00

Participants: Group E and Mr. Thaqi
Meeting called by: All the participants

Minutes

- Which category of Moscow are URS.
- Good structure of the documents.
- Maybe we add an admin dashboard.
- Both of designs are fine. Shrink the results box and put some examples.
- Do not delete previous versions of documents but put them in an archive.
- You can base the Process Report on the groups Trello board (for task division)
- Make sure that the work is coordinated properly.
- It is a good thing that we agreed upon a contract, which is for completing the tasks, present in meetings and pro-active.
- Be careful of task which are depended on other tasks.
- The plan for iteration 1 is good, but the plan for iteration II will be more specific.
- The group should follow the guidelines provided on ProCP workbook.