

AGENDA

Location: MS-Teams
Date: 7 September 2020
Duration: 30 minutes
Group Number: Group E



Agenda Items

Time	With whom	Location
Starts Time N/A – End Time N/A	Interview with the client (Mr. Thaqi)	MS-Teams

Points of Discussion (For Mr. Thaqi)

As Tutor:

1. Introduction of the group.
2. Documents (Project Plan feedback, Design document questions).
3. What software features are attainable.
4. The calibration session. Should we all participate?
5. What is the actual date of presentation?

As Client:

1. Agreement on the Application Proposal.
2. More questions about the features of the applications.
3. What is expected.

Attendees List

Mentor : Emin Thaqi
Group Number : 5 (E)
Chairman : Aleksander Sopiqoti
Secretary : Ralia Larmonie
Timekeeper : Obaid Ghafoori
Secretary Assistant : Fadi Abboud
Helper 1 : Emad Albouni
Helper 2 : Delal Aktas
Meeting called by everyone on the attendees' list