Tal’s Group - AGENDA 13-05-2016

Date 13-05-2016

Time 09:30

Location Room A0-35

Invited Teachers and Group members

1. Meeting at 09:30 at A0-35
2. No one is absent
3. Going over the new Project Plan
4. Topic 1 – Discussing rules and deadlines.
5. Topic 2 – The conceptual and logical model, Data Definition Dictionary and Normalization of the Database.
6. Topic 3 - Discussing the new Project Plan.
7. Topic 4 – Discussing the research report.
8. Topic 5 – Presenting the Front-End Sketch.
9. Closure – Making sure everybody know their tasks for next week.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Task | Date | Amount of effort |
| Marik Boswijk & Stephen Adu | Conceptual & Logical model | Week 18 | 3 hours |
| Marik Boswijk & Stephen Adu | Data Definition Dictionary | Week 18 | 2 hours |
| Suleman Hagos & Tal Buaron | Renovate Project Plan | Week 18 | 2 hours |
| Suleman, Tal, Jens | Sketch web-app Design | Week 18 | 3 hours |
| Jens D. Nieuwenhuis & Alex Rosca | Research Report | Week 18 | 2 hours |
| All Team members | Implementing GIT | Week 18 | 1 hour |

Tal’s Group – MINUTES 13-05-2016

Date Friday 13 May 2016

Time 10.00 – 11.00

Location Room A0-36

Present Harald Drillenburg, Belinda Kroes

Jens (Project Manager), Marik (Secretary),

Stephen, Suleman, Alex, Tal (minute taker).

Absent Everyone are present.

1. Jens welcomes all present on behalf of being the chairperson.
2. Duration of last meeting 22 April 2016 was 15 minutes.
3. TOPIC 1 Rules and deadlines -
4. TOPIC 2 Conceptual and logical model, DDD and Normalization -
5. TOPIC 3 New project plan -
6. TOPIC 4 Research Report -
7. TOPIC 5 Front-End sketch -
8. AOB

1. Jens closes the meeting at 11.00, thanking all members for their input.

Useful hints:

As you can see, I modelled the agenda in such a way that it can work as a reference for writing the minutes of the meeting.

I have also indicated who needs to do what. This can also be done in a matrix as follows:

|  |  |  |
| --- | --- | --- |
| **Description** | **Owner** | **Due date** |
| Alter typo in minutes | TM1 | 12 May 2016 |
| Test and update database | TM4 | 03 May 2016 |
| Divisions of tasks TM3 | TM1 and TM4 | 30 April 2016 |

From AOB you can see that these items are not really important to the project, yet worth mentioning.