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 the conceptual and logical model and Data Definition Dictionary of the Database.
5. Topic 2 – Discussing the Normalization of the database.
6. Topic 3 - Discussing the new Project Plan.
7. Topic 4 – Discussing the research report.
8. AOB
9. Closure

MINUTES 13-05-2016

Date Friday 13 May 2016

Time 10.00 – 11.00

Location Room A0-36

Present Harald Drillenburg, Belinda Kroes, Stephen (chair),

Marik, Suleman, Jens, Alex, Tal (minute taker).

Absent

1. Team member 1 welcomes all present on behalf of being the chairperson.
2. Team member 3 has been apologized for being absent due to personal circumstances
3. Team member 4 indicates that TM3 will be absent for two weeks, meaning that his tasks needs to be divided among other members. Chair agrees and adds this as TOPIC 4 on the list.
4. Minutes of last meeting 22 April 2016 was taking 15 minutes.
5. TOPIC 1 Project plan has been given ‘go’. TM2 will update all the information given during the meeting and forward it to all team members and teachers.
6. TOPIC 2 Database has been created, will be tested and updated next week by TM4.
7. TOPIC 3 Interviews have been held; all information has been processed and can be found in GIT under the tab ‘interviews’.
8. Added topic 4: division of tasks now that TM3 will be absent for 2 weeks. TM1 and TM4 will take inventory of the tasks and distribute these among all team members. Information will be sent on 30 April 2016.
9. AOB

* TM2 indicates we need to send a get-well-soon-card to TM3
* Harald congratulates TM4 on passing the driver’s license test
* TM2 asks to start the next meeting at 9.30 due to an expected strike during rush hour on 12 May 2016 which was announced in the media.

1. Chair 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.