PRO-P (Meeting Minutes) Week 2

# Call to Order

Date : Tuesday, 10th September 2019

Time : 10.30-11.20

Place : Open Area 2.50, Fontys R1

# Attendees

1. Andrius Kuprys ( Mentor )
2. Abraham Nataniel
3. Cristin Rusnac
4. Edgaras Spridonovas
5. Rafael Aditama Karno

# Points of discussion

## First point

* MoSCoW List has to be created

To distribute task priority

## Second point

* Phasing Method has to be created

For this project we decided to use Critical Path Diagram

## Third point

* Project Plan has to be made

What included in the project plan :

* Project Decision
* Constraints
* Project Description

# to do list

* A Meeting with the client (Mr. Andre Postma)
* Make a MoSCoW list
* Make project plan
* Make a Critical path diagram

**Created by:**

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