**Agenda for 02.03.** – The next meeting of group D, ProShots will take place on the 2nd of March Monday in the lobby near 2.40 of next week starting from 10:30 AM.

The people invited are: Mariëlle Fransen, Georgi Chishirkov, Angel Doychinov, Ilia Nikushev and Mikael Shaghelani.

The main topics of the meeting will be:

1. All of the sent documents (Project plan v1, Agenda, Notes)

2. Final version of logo and roles

3. Authenticators

4. Task manager system implementation

5. Graphical user interface standards

6. Details about Process report and Setup document

**02.03**. – Meeting

Started at 10:35, all members present

10:35 - Talked about Justification, change point of view in the writing, why the client should spend money on this and why should he initiate it?

10:38-10:41 - Clarified what should be present in the Product and what we should focus on

10:41-10:44 - Hardware – We will need to ask about what facilities we will have access to, about hardware and what will be needed, also mention this as a constraint

10:44-10:47 - Website on Athena server, what does the client want of it? Figure out and inform client

10:47-10:49 – Risks, make sure we focus on some more creative risks

10:49-10:53 - Quality - Clean code and what quality manager should do

-10:55 - Time – Use graphs and visuals with milestones

10:55 -10:57 – More clarification on the notes minute by minute and the agenda (invite)

10:57 – 10:58 - why are we using Tortoise, and should we use GIT?

10:58-10:01 - Graphical interface

Agreements: Deadline for project plan is on week 4, for the setup document it is on week 7 and also for the use of physical authenticators

**Agenda for 09.03.** - The next meeting of group D, ProShots will take place on the 9th of March Monday in the lobby near 2.40 of next week starting from 10:30 AM.

The people invited are: Mariëlle Fransen, Georgi Chishirkov, Angel Doychinov, Ilia Nikushev and Mikael Shaghelani.

The main topics of the meeting will be:

1. Project plan v2

2. Process report and Setup document

3. New role for Angel

4. Authenticator

5. Application and database design

**09.03.** – Meeting

Started at 10:32, all group members present

Teacher absent

10:35 – 10:41 – Application design and how many we will need, for what purpose

10:41 – 11:05 – ERD about the event (user, top-up machine, tent, shop etc.)

11:05 – 11:24 – Continued with app and database designs

**Agenda for 16.03.** - The next meeting of group D, ProShots will take place on the 16th of March on Monday in the lobby near 2.40 of next week starting from 10:30 AM.

The people invited are: Mariëlle Fransen, Georgi Chishirkov, Angel Doychinov, Ilia Nikushev and Mikael Shaghelani.

The main topics of the meeting will be:

1. Project plan final version

2. Future Technology (what can we use and cannot)

3. Connection to the database

4. Process report and Setup document

5. Authenticator

**16.03.** – Meeting

Started at 10:33, all group members except Angel present

10:33 – Approval of minutes in agenda, late with project plan (start implementations after exam break)

10:36 - Comment about certain applications design, what applications will be needed during various stages of the event and for different jobs, also document functionality in the setup document

10:40 – Angel’s absence, new role and time spent on tasks

10:45 – Database should be on the Athena server, backup offline database is also welcome for when wifi stops

10:48 – Unit tests, any technologies should be kept simple and easy to understand for everyone

10:50 – Authenticator exception, try to find a solution (mail – not the most reliable way to send tags) Try to avoid queues during the event and keep everything smooth. Try to distribute tags before people reach the entrance

11:00 – End of meeting

Agreements – Setup document first draft for next week, make GUI for website and wireframe, Angel’s contribution as first point for next week

**Agenda for 23.03. -** The next meeting of group D, ProShots will take place on the 23th of March on Monday in the lobby near 2.40 of next week starting from 10:30 AM.

The people invited are: Mariëlle Fransen, Georgi Chishirkov, Angel Doychinov, Ilia Nikushev and Mikael Shaghelani.

The main topics of the meeting will be:

1. Discuss Angel’s contribution

2. Setup document v1

3. Further questions about process report

4. GUI and website wireframe

**23.03.** – Meeting

Started at 10:33, all group members present

10:33 – Discussed Angels contribution (step up your work load)

10:36 – Be more specific and detailed in Setup doc, before the event ticket info needs to be more specific, make it possible to buy tickets for friends. Add more special cases.

10:40 – During the event: Solve queues for the tickets. Mention more info about the employee (renting, buying, how he enters and exactly what he has to do during the event)

10:45 – Comment about ERD – Add something about the ticket. Decide a location for the PayPal terminals. Always know how many people are where for safety reasons

10:54 – Wireframe, talk to the group about what exactly needs to be in it and do it more in depth

10:58 – Quality manager wants to discuss quality for each week

Agreements – Complete the second version of the draft for the setup document, keep emails on Friday’s deadline, fix wireframe and add Angel’s contribution as first point to next week.

**Agenda for 30.03.** - The next meeting of group D, ProShots will take place on the 30th of March on Monday in the lobby near 2.40 of next week starting from 10:30 AM.

The people invited are: Mariëlle Fransen, Georgi Chishirkov, Angel Doychinov, Ilia Nikushev and Mikael Shaghelani.

The main topics of the meeting will be:

1. Angel’s contribution

2. PayPal document

3. Setup document v2

4. Application GUI

5. Website design

**30.03.** – Meeting

Meeting is canceled due to Mariëlle Fransen being sick.

Agreements – We will be contacted with a new meeting proposal and deadline for the setup document.

**Agenda for 20.04.** - The next meeting of group D, ProShots will take place on the 20th of April on Monday in the lobby near 2.40 of next week starting from 10:30 AM.

The people invited are: Mariëlle Fransen, Georgi Chishirkov, Angel Doychinov, Ilia Nikushev and Mikael Shaghelani.

The main topics of the meeting will be:

1. Peer review

2. Angel’s contribution

3. Setup document and the new deadline for it

4. PayPal document

5. Database helpers

6. Application GUI

7. Website design

8. Process document

**20.04.** – Meeting

Meeting started at 10:50, all group members present

10:50 – Peer review, work better as a group, communicate better

10:56 – Create a schedule for deliverables each week

10:58 – PayPal document

Agreements – Deadline for setup document changed to 24.04.

**Agenda for 11.05.** - The next meeting of group D, ProShots will take place on the 20th of April on Monday in the lobby near 2.40 of next week starting from 10:30 AM.

The people invited are: Mariëlle Fransen, Georgi Chishirkov, Angel Doychinov, Ilia Nikushev and Mikael Shaghelani.

The main topics of the meeting will be:

1. Peer review / Process assessment

2. Teamwork

3. Client contact

4. Setup doc final version

5. Application GUI

6. Website GUI and functionality (login and reg forms)

**11.05.** – Meeting

Meeting started at 10:15, all group members present except Georgi

10:31 - Group responsibilities - who is responsible for what - make it clear

10:35 - Discussion on group cooperation and group work importance, Angel is showing improvement

- Ilia and Mikaeil's discussion on Mikaeil's performance and absence

10:40 - EVERY WEEK : Written Report from every member on their group contribution, what you promised, what you delivered, what went wrong, what can go better

- Every week reflection of group contribution and personal progress.

10:40 - Schedule overview

Angel

- Website looks ok, but still needs improvement (logic wise)

10:50 Mikaeil

- Make sure you have a clear way to present and defend what you have done

10:58 Ilia

- Is it easy to use?

DEADLINE FOR TODAY:

Communication plan - how are we going to communicate, when and where?

Schedule - point out who is mainly responsible for which item