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| MediaBazaar Project Meetings |

17-February-2020

Date: Monday February 17th

Time: 09:00 am – 09:38 am

Location: Fontys R1 2.16

Attendees: Louis Cocks (Developer), Jose N. Carbonell (Developer), Alexander Vartic (Developer), Menderes Sacli (Developer), Qin Q. Zhao (Project Tutor)

Absent: none

Subjects:

* Discuss the project plan.

Decisions:

* Update the project plan based on the received feedback.
* Work on the User Requirements Specification document.

Actions with target dates (03 March):

* Discuss the URS.
* Show the application GUI to the tutor for feedback

03-March-2020

Date: Tuesday March 3rd

Time: 02:07 pm – 02:33 pm

Location: Fontys R1 2.16

Attendees: Louis Cocks (Developer), Jose N. Carbonell (Developer), Alexander Vartic (Developer), Menderes Sacli (Developer), Qin Q. Zhao (Project Tutor)

Absent: **Menderes** and **Alexander**

Subjects:

* Discuss the User Requirements Specification document.

Decisions:

* Update the URS document based on the received feedback.
* Start working on the HR application.

Actions with target dates (10 March):

* Execute some basic functionalities in the app.

10-March-2020

Date: Tuesday March 10th

Time: 01:39 pm – 02:05 pm

Location: Fontys R1 2.16

Attendees: Louis Cocks (Developer), Jose N. Carbonell (Developer), Alexander Vartic (Developer), Menderes Sacli (Developer), Qin Q. Zhao (Project Tutor)

Absent: **Alexander** and **Jose**

Subjects:

* Discuss the URS and give a demo of what the HR app looks like and how the basic functionalities work.

Decisions:

* Update the URS.
* Continue working and updating the HR application.

Actions with target dates (17 March):

* Discuss the progress within the group.
* Give a demo and get feedback to improve on.

17-March-2020

Date: Tuesday March 17th

Time: 02:00 pm – 02:30 pm

Location: Microsoft Teams (online)

Attendees: Louis Cocks (Developer), Jose N. Carbonell (Developer), Alexander Vartic (Developer), Menderes Sacli (Developer), Qin Q. Zhao (Project Tutor)

Absent: **Menderes** and **Alexander**

Subjects:

* Discuss the progress of the project.
* Give a demonstration of the application.

Decisions:

* To create a test plan with test cases.
* Continue working and finalize the application for delivery.

Actions with target dates (23 March):

* Provide a test plan for other groups.
* Test the application with the client.

24-March-2020

Date: Tuesday March 24th

Time: 02:00 pm – 02:00 pm

Location: Microsoft Teams (online)

Attendees: Louis Cocks (Developer), Jose N. Carbonell (Developer), Alexander Vartic (Developer), Menderes Sacli (Developer), Qin Q. Zhao (Project Tutor)

Absent: **Menderes** and **Alexander**

Subjects:

* Discuss the test case document.

Decisions:

* Update the test case document and create a test report document.
* Continue working on the project.

Actions with target dates (31 March):

* Test the application and fill in the test report (25 March).
* Deliver the HR application (27 March).
* Discuss the next steps for the project and what needs to be done for the next application.

31-March-2020

Date: Tuesday March 31st

Time: 02:00 pm – 02:00 pm

Location: Microsoft Teams (online)

Attendees: Louis Cocks (Developer), Jose N. Carbonell (Developer), Alexander Vartic (Developer), Menderes Sacli (Developer), Qin Q. Zhao (Project Tutor)

Absent:

Subjects:

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Decisions:

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Actions with target dates (7 April):

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