**Minutes of the Meeting**

**Date**: 17.02.2020

**Location**: R1\_2.20

**Participants**:

* Kaloyan Aleksiev - Present
* Velimir Vukašinović - Present
* Aleksandar Popov - Present
* Cristina Sona – Present
* Roopali Gupta - Present

**Agenda topics**

* Group objectives & Weekly plan
* Work division
* Project plan
* Application details
* Phasing
* This week’s tasks
* URS Document

**Conclusions**

* We have to improve the Project plan – add an introduction, be more specific about goals and deliverables
* Edit phasing
* We should not put the schedule on the home page of the website
* URS Document has to be as specific as possible
* Describe each Use Case individually
* Schedule meetings earlier in advance
* We are going to implement a Login Page and a Schedule Page on the website
* The Schedule Page is going to include notifications/announcements and functionality to call in sick