**Minutes of the Meeting**

**Date**: 04.09.2020

**Location**: MS Teams

**Participants**:

* Kaloyan Aleksiev - Present
* Velimir Vukašinović - Present
* Aleksandar Georgiev – Present
* Aleksandar Popov – Present
* Branimir Sandalski – Present
* Xuemei Pu – Present
* Colin Lambrechts – Absent
* Jan Willem Van Silfhout - Present

**Agenda topics**

* Organisation & Planning
* Sprint 0 Plan
* Project plan

**Conclusions**

* Planning will be done during the meeting on Monday
* Create the project plan document
* Brainstorm more about the scrum board