

# MINUTES SUMMARY

---

Date: 17-09-2018

Time: 12:00 – 12:45

Members in attendance:

- Hartingsveldt, Stan S. Van - Project Tutor
- Cheperkova Nadya - Project Leader
- Ezech Chioma Jane - Project Member
- Lazarevic Stefan - Project Member
- Jiazheng Zhu - Secretary

## Agenda

- Review Project Plan (Risks and Phasing)
- Review the draft visual design of the website

## Notes

**It started with reviewing the project plan and figure out below things**

- The project leader should be a specific person
- Problem description and project goal should be concentrated
- Deliverables and non-deliverables should be changed
- Risks and phasing are correct, and they can be more completed: add more risks and complete the last three parts of phasing

**For the visual design of website**

- The second version is preferred
- Other pages will be completed
- We agreed on that static part of website will delivery later, not next week

**For extra**

- Database design (ERD) is expected

**Work division for next week**

Jiazheng Zhu - Correcting and editing of the project plan

Cheperkova Nadya - Visual designs of the website and sitemap

Ezeh Chioma & Lazarevic Stefan - GUI design

All group members - Database design (ERD)

**Next week**

The next meeting is on Monday 25<sup>st</sup> September 2018

Time: 12:00 – 12:45