

Group 10

Meeting Minutes Summary

Date: 17 SEPTEMBER 2018

Time: 12:00pm to 12:30 PM

ROOM: 2.74

Members in attendance:

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

AGENDA

Review Project Plan

- Risks
- Phasing

Review the draft visual design of web

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_delievrables 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

1. Jiazheng Zhu - Correcting and editing of the project plan
2. Cheperkova Nadya - 2 Visual designs of the website
3. Ezech Chioma & Lazarevic Stefan - GUI of the 7 applications.
4. All group members- Database design (ERD)

NEXT WEEK'S AGENDA

The next meeting is on Monday 25th September, 2018

Time: 12:00pm- 12:30pm.