Group 10

Meeting Minutes Summary horizontal line

Date: 17 **SEPTEMBER 20**18

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 – Project Member

• Lazarevic Stefan – Project Member

• Jiazheng Zhu – Secretary

# AGENDA

## Review Project Plan

* Risks
* Phasing

## Review the draft visual design of web

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# 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. **Ezeh 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.