

**Prop Weekly Meeting Minutes 3**

**MEETING INFORMATION**

***Objective:*** Meet and discuss with our project mentor. In addition, talk about the whole project

***Date:*** 11/09/2019 ***Location:*** project room 2:81

***Start Time:*** 16:15 ***End time:*** 18:45

***Minutes Taker:*** W. G Woldeaarggiye

***Attendees:*** Wondimu, Fadi, Obaid, Lokesh

# ACTION ITEMS FROM PREVIOUS MEETING

. Created logo, created group name and chosen project mentor, meeting with the mentor

# QUESTIONS FOR THE TUTOR

|  |  |  |
| --- | --- | --- |
| **Nr** | **Question** | **Response** |
| 1 | Must to invite the client every meeting? | No, only for the first meeting and then it will be every week. |
| 2 | How many meetings do have with him and with tutor in block 1? | Every week. |
| 3 | What are the Deadlines for the first project plan draft? | Next week |
| 4 | Who could be minutes taker and chairman? | We must decide that between ourselves |
| 5 | What is the purpose of our client's in this project? | You need to ask the client and he gives some points |

**FEEDBACK FROM TUTOR/CLIENT**

1. We must give attention for your project plan.
2. Before we decided to put each plan on the project plan. First, we need to each other about the plan.
3. We got a recommendation about a work division
4. He gives us explanation about website and database
5. We must include problem analyses on our project plan
6. You must send agenda to our client.

# REQUESTS FROM TUTOR/CLIENT

1. Schedule a meeting for next week.
2. Prepare the questions for our client.
3. Send the Agenda for our client before one or two days before the meeting.

# NEXT MEETING

* + 12-09-2019 at 16:45.
  + Location: not specified, we will look it empty room

# OTHER REMARKS

We got a good remarks and suggestion from our mentor.