

**Prop Weekly Meeting Minutes 2**

**MEETING INFORMATION**

***Objective:*** Start the first project plan and create agenda for tutor meeting

***Date:*** 10/09/2019 ***Location:*** common area

***Start Time:*** 8:45 ***End time:*** 12:45

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

***Attendees:*** W.G Woldeaariggye, Fadi, Obaid, Lokesh

# ACTION ITEMS FROM PREVIOUS MEETING

**No Previous meeting.** Create logo, create group name and chose our project mentor

# Agenda items

|  |  |  |
| --- | --- | --- |
| **Nr** | **Agendas** | **Results** |
| 1 | Will the client be invited to  every meeting in Block 1? | No, only once, and maybe another time by the end of this  block. The tutor will be present during every meeting |
| 2 | How many meetings with Tutor  until the rest of block 1? | Every week. |
| 3 | What are the Deadlines for the  minutes? | By the end of every week |
| 4 | Who is the Minutes taker and  chairman? | We have to decide that between ourselves |
| 5 | What is Our client's importance? | You have to ask your client |
| 6 | Start 1st draf project plan | Started project plan |

**FEEDBACK FROM TUTOR/CLIENT**

1. As soon as we have ideas, put them in the documentation.
2. we should write in the minutes about the actions, points, decisions that we talked about it in the meeting.

# REQUESTS FROM TUTOR/CLIENT

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

# NEXT MEETING

* + 11-09-2019 at 16:15.
  + Location: Not specified we will search for an empty class or it’s going to be in the common area again, we will specify that in the agenda for the next meeting.

# OTHER REMARKS

* Keep working and win