

**Prop Weekly Meeting Minutes 4**

**MEETING INFORMATION**

***Objective:*** Create a set up document and update the project plan

***Date:*** 16/09/2019 ***Location:*** project room 2:81

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

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

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

# ACTION ITEMS FROM PREVIOUS MEETING

. – created set up document and updated project plan

# ACTIONS IN THE MEETING

|  |  |  |
| --- | --- | --- |
| **Nr** | **ACTION** | **RESULTS** |
| 1 | Update the project plan | Updated project plan |
| 2 | Update the setup document | Updated setup document |

**FEEDBACK FROM THE MEMEBERS**

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.

# NEXT MEETING

* + 17-09-2019 at 16:45.
  + Location: not specified, we will look empty room

# OTHER REMARKS

Keep going and work hard