Team: **S2-CB03-Group 5**

Date: **23/02/2021**

Minutes prepared by: **Alessandro Busacchi**

Time: **10:00 – 10:30**

Location: **Microsoft Teams**

Purpose of the meeting: **Weekly Catchup – Project Plan review**

Attendance: **Everybody  (Alessandro Busacchi – Maarten Hormes – Luca Pulvirenti – Nikola Kličková)**

**Agenda**

Topic

* Update on application progress
* Review of the project plan document
* Few questions

Discussion

* Presentation of the meeting: the purpose of the meetings is to present new features of the project and to ask questions in case of doubts.
  + - **Project plan**: general guidelines on how to write the current situation, problem description and project goal.
    - Phasing: It is recommended to follow the project reader waterfall phases as a guideline to develop this section.
    - Deliverables and non-deliverables: non-deliverable things can be included in the project as a *plus* because they are not a must of the project.
    - In week 2 we plan to finish the project reader document and to start working on the User Requirements Specifications (URS).