

## **UL - SE - 2018 - Meeting follows-up**

### **Meeting structure (45' each group)**

- Project leader presents:
  - What you have done
  - What you plan to do
  - Is there any impediment so far
- Support: Zenhub data (board and burndown chart)

### **Meeting goals**

#### **Each group meeting has for goals:**

- to present the current version of your deliverables to your project director
- to ask for support
- to receive advises and answers to questions
- a group meeting is not used for grading
- participation to a group meeting is mandatory (in case of absence only eligible and official motives will be considered)
- project leader prepares and manages the group meeting