**Minutes: Project plan meeting 09-09-2020**

**Meeting Attendees:**

Roopali Gupta(project manager),

Osuntuyi Michael (group member),

Luc Monnen (group member)

Ebowusim Michael (group member)

Smirnov Michael (group member)

**General**

* Setup a weekly meeting at 10:45.
* Use the hidden channel on teams so everyone is updated on the project.
* Plan a client meeting a week in advance.
* Week 6 is the strict deadline, but we have to set our own internal deadlines.
* Expected us to already started on the URS.

**Feedback on the project plan**

* We need to add a logo and company name.
* Read the reader more carefull!
* Optional to make a checklist so we make sure we have everything in the document.
* The document should be in pdf format in the future so everyone can see the same layout etc.
* Get more info about the company (number of employees, what kind of costumers etc.).
* Don’t use bulletpoints everywhere and make more introductory headings with a sentance for example.
* Current situation should be described before the problem discription.
* It is important that we keep reviewing the work of others.
* The project goals should be specific and if the goal is reachable (moscow) within 6 weeks.
* We need to write down each functionallity separate.
* The goals has to be SMART.
* The delevirables should be in bullets.
* Make non-delevirables (employee training, hardware, maintanance etc.)
* Constraints use bulletpoints (c#, time etc.) (not communication because that is in all the projects).
* Planning put an agenda with the colours.
* Send the project plan today(09-09-2020) so the client can sign it for Friday.