Group Meeting 1

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| Agenda | February 24, 2016 | N/a Minutes | [Meeting Location] |

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| Type of meeting | Group meeting (the first official one) |
| CHAIRMAN | Dmitrii |
| Note taker |  |
| Timekeeper |  |
| Attendees | Atanas, Dimitar, Dmitrii, Hristian |

## Agenda topics

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| 7:00 | – | 7:15 | File control |

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| [Item] | GitHub |
| [Topic] | Make sure that everybody got access to GitHub repository and knows how to use it |
| [Speaker] | Dmitrii |
| Comments | Go through all the features and make test commits |
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| 7:15 | – | 7:35 | CHAIRMAN |

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| [Item] | Discuss the chairman’s role |
| [Topic] | Need to agree on the next chairman and the changing schedule |
| [Speaker] | Dmitrii |
| Comments | Discuss who will be the chairman of the upcoming meeting. He will have to take responsibility to manage the next meeting’s agenda |
| We need to discuss the way we are going to create group meeting’s agendas | |
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| 7:35 | – | 7:45 | Notetaker |

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| [Item] | Mintutes from prev meeting |
| [Topic] | Necessary to reach an agreement who will be the notetaker in the future and during this meeting in particular |
| [Speaker] | Dmitrii |
| Comments | Go through the meeting 2 minutes and discuss their importance |
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| 7:45 | – | 8:00 | Meeting Schedule |

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| [Item] | Discuss the meeting schedule |
| [Topic] | I have a new proposal |
| [Speaker] | Dmitrii |
| Comments | We make an additional meeting every Wednesday after POPD in the university’s project room |
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| 8:00 | – | 8:50 | Project plan |

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| [Item] | Questions. Project Plan. Work Breakdown Structure. |
| [Topic] | Discuss all the important details about the project itself |
| [Speaker] |  |
| Comments |  |
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| Special notes | First version of the meeting agenda. |