[Meeting Title]

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| Agenda | [Click to Select Date] | 50 Minutes | [Meeting Location] |

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| Type of MEETING  (INIT, INTER, TERM) |  |
| Attendees |  |

## Agenda items

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| --- | --- | --- | --- |
| 7:30 | – | 8:00 |  |

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| [TASK] | | Create a project plan | | | | |
| [Topic] | | Defining a first version of the project plan | | | | |
| [DESCRIPTION] | | We need to define the deliverables and milestones. Determine the task and activities involved and create a detailed project plan for the first block. The second block might be not so detailed, but however should be defined as well.  I propose to utilize the WBS technique to define the tasks. | | | | |
| [PROPOSED BY] | | Dmitrii | | | | |
| DISCUSSION | |  | | | | |
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| Conclusions |  | | | | | |
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| Actions TAKEN | | | DESCRIPTION | | RESULT STATUS | |
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| Actions DEFINED | | | | Person responsible | | Deadline |
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| 8:00 | – | 8:30 |  |  |

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| [TASK] | | Create a setup document | | | | |
| [Topic] | | Defining a first version of the setup document. | | | | |
| [DESCRIPTION] | | We need to create a document as described in the workbook.  In a setup-document you need to explain the processes, the requirements, the design of the website and applications. Further it should contain some decisions you made.  It should contain:  - Title page  o Title, student names, group name or id, date  - Table of contents  - Preface  o Short introduction of the document and a description of its chapters  - Client  o Brief description of the client and the agreements with the client  - Processes  o Description of the process of enquiring, enrolling, paying and actually visiting the event. Use an example e.g. some friends are interested in visiting a festival. They are using the internet to find such an event. Some enrol, some don’t. At the event itself: they have to get in. Are they staying over? How do they etc etc.  o Also be specific what should happen in exceptional cases e.g. somebody drops out, doesn’t pay etc.  - Functional requirements  o An overview of all requirements grouped by application.  o Make a so called MoSCoW list to specify which requirements you’re going to implement and which not.  - User interface  o Brief description of the use interface. | | | | |
| [PROPOSED BY] | | Dmitrii | | | | |
| DISCUSSION | |  | | | | |
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| Conclusions |  | | | | | |
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| 8:30 | – | 9:00 |  |

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| [TASK] | | Process report | | | | |
| [Topic] | | Discuss the process report and decide who is responsible for this week’s | | | | |
| [DESCRIPTION] | | See: Process report  It should contain:  - Title page  o Title, student names, group name or id, date  - Table of contents  - Preface  o Short introduction of the document and a description of its chapters.  - For each week:  o Planned activities  o Performed actitivties  o Completed activities  o Agreements (violated?, changed?, new?)  o Problems and challenges  o Solutions and decisions  o Extra achieved / completed  o Table with activities and hours spend per group member  - For every group member: An individual reflection (what did you learn? Why is it a good or bad project for you? What would you do better next project?) | | | | |
| [PROPOSED BY] | | Dmitrii | | | | |
| DISCUSSION | |  | | | | |
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| Conclusions |  | | | | | |
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| Actions TAKEN | | | DESCRIPTION | | RESULT STATUS | |
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| Special notes |  |