Meeting 2

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| Minutes | February 23, 2016 | 65 mintues | room 2.40 |

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| Type of meeting | Tutor/Client |
| CHAIRMAN | n/a |
| Note taker | Dmitrii |
| Timekeeper | n/a |
| Attendees | Bert van Gestel; Atanas Naydenov, Dimitar Markov, Dmitrii Orlov, Hristian Vasilev  (Later referred as DEFAULT) |

## Agenda topics

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| n/a | meeting agenda purpose |

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| Discussion | The first prepared document for the meeting. Should be delivered at least 24 hours in advance. | | |
| The chairman should create and provide an agenda for every attendee before the meeting. | | | |
| Regard it as a proposal for the meeting | | | |
| Conclusions | Agreed to start creating good agendas from now on. | | |
| Better to create an agenda for the team meetings as well. | | | |
| Every group member can add his own topic to the group meeting before the start. | | | |
| No chairmen are required for the group meeting | | | |
| Might be a better decision to use milestones and action list for group meetings instead of agendas. | | | |
| Action items | | Person responsible | Deadline |
| Choose new chairman | | TEAM | Friday |
| Create an agenda for the next tutor meeting | | CHAIRMAN | Sunday 22:00 |

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| n/a | The chairman |

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| Discussion | For every meeting there should be chosen a chairman. | | |
| The one who is responsible for the meeting proposal, topic tracking (so no off-topic items are discussed if there are still planned | | | |
| Items present, tutor/client-group communication. A representative of the group’s will. Should be changed from time to time. | | | |
| Conclusions | A chairman has to be selected every Friday. | | |
| A chairman role schedule should be defined. | | | |
| It is chairman’s responsibility to create agendas and send them out for member. | | | |
| Action items | | Person responsible | Deadline |
| Create chairman role schedule | | TEAM | Sunday |
| Send out agendas | | CHAIRMAN | Monday 9:00 |

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| N/a | File managment |

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| Discussion | The progress and all the work on the project should be tracked in the most convenient way. | | |
| All the files should be stored and distributed to every group member. The old ways of file storing are not convenient enough. | | | |
| Version control systems are a better option. We could use git for version control. | | | |
| The files should better be categorized by the subject. The pattern: Administrative, Web, Database, Applications, Misc… is a possible | | | |
| way. The arguments for using git: | | | |
| Pros: Safe, Universal, Free, Easy, All in one place, Once created – always there | | | |
| Cons: Not everyone is familiar, accounts are needed | | | |
| Agreement: Use GitHub | | | |
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| Conclusions | Decided to use GitHub, with which Dimitar is very familiar. Agreed to create a GH repository. | | |
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| Action items | | Person responsible | Deadline |
| Make sure everyone has the GitHub account | | N/A | Wednesday |
| Learn how to use GitHub | | N/A | Wednesday |
| Create a repository | | N/A | Wednesday |
| Populate with files | | N/A |  |

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| N/A | Meeting process |

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| Discussion | For every meeting the main two roles should be defined: the chairman + the minute taker (may be two: main + | | |
| back up). During the discussion the minute taker has to monitor the process and take notes for every topic mentioned in the agenda | | | |
| His responsibility is to track time spent on discussing every topic and write down all the notes. If the agreement is to be done on | | | |
| A contradictory topic the pros, cons and the discussion in general should be noted. The agreement should be stated as well. Based | | | |
| On the agreements the ‘jobs’ for every topic’s outcomes should be defined. Each job has to have a responsible person a deadline | | | |
| And might involve some more details. | | | |
| Conclusions | Agreed on defining the notetaker’s role in the same manner as that of chairman. | | |
| The minutes of this week’s meeting are to be created. | | | |
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| Action items | | Person responsible | Deadline |
| Create a minute document | | Dmitrii | Wednesday |
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| N/A | Meeting schedule |

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| Discussion | We have introduced the following schedule: | | |
| TUE: tutor/client (to discuss the previous week’s outcomes and to agree on the current week’s tasks | | | |
| FRI: intermediate meeting (to track the progress) | | | |
| SUN: terminal meeting (to check the results and define the milestones, problems, no-go’s and create an agenda for the tut/cli mtng) | | | |
| Agreed that this one is a good one. To propose meetings with the tutor we were proposed to use Microsoft Outlook and were | | | |
| Explained how to use it. The meetings are the crucial points of the project plan. | | | |
| Tutor meetings are scheduled every Tuesday in the ‘turning’ manner, i.e: one week 9:35, one week 10:35 | | | |
| Group meetings are to be kept track of. It is obligatory to be present at every meeting. | | | |
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| Conclusions | Agreed on the meeting schedule above. | | |
| Set the time of next tutor meeting | | | |
| Need to schedule the group meetings | | | |
| Action items | | Person responsible | Deadline |
| Discuss the meeting times with the group members | | Dmitrii | Thursday |
| Create the meeting schedule | | Dmitrii | Thursday |

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| N/A | AFter the meeting |

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| Discussion | The secretary’s job is to send a document with the review of the meeting (the minutes document). | | |
| There the discussion with all the pros,cons,agreements (if applicable) should be stated. It should show that a problem or a | | | |
| Question was resolved. This way the ame question will never occur and even if the solution (or decision made) was forgotten it would | | | |
| Be easily restored. Kinda resembles the milestones/tasks review. After each meeting the progress record should be updated. | | | |
| Conclusions | Every meeting has to be reviewed and the minutes document has to be created. | | |
| After every meeting update the status of every milestone/task/question | | | |
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| Action items | | Person responsible | Deadline |
| Prepare a template for the milestones review document | | Dmitrii | Thursday |
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| N/A | Project questions |

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| Discussion | The main thing is to make sure every group member understands the project completely. | | |
| Ask as many questions as possible to find all the required information. Before assuming something research it deeply. | | | |
| To find the best solutions make sure all the options are thought of. The discussion of the matter – taking notes of all the arguments for every option is necessary. Think how each option relates to the project’s details (e.g budget). | | | |
| Communication with the client is possible through tutor: the possible options: via e-mail (not so many questions), in person (when the client meeting is required). E-mail is preferred. However, we don’t even have the clients information, thus the first questions on the list should be the requests of the detailed client info. | | | |
| Take into consideration that the client is not related to ICT sphere. | | | |
| The workbook only gives the overview of the system – we don’t know anything about the event yet. Nor the details of the organization, nor the venue, nor the activities – nothing. We need to request this information for the next meeting. | | | |
| However, as the time flies by we need to go further with the project. To do so we need to make assumptions. Those assumptions can be proposed to the client in the form: “After researching all the possible options we came to an agreement that option A is the most convenient one due to several reasons <><Convince the client><>, do you agree with our decision to implement this option?” | | | |
| A list of all the questions is a must to have to be prepared. Make sure the list is complete. Better to ask questions by category. | | | |
| Conclusions | Every question should be deeply researched. | | |
| We need to have an argument for every assumption we make | | | |
| We need to request client confirmation | | | |
| We need to request event information | | | |
| All the questions/assumptions should be discussed with the client | | | |
| A list of the question relating to every aspect of the project should be prepared | | | |
| We need to discuss both the basic info and the details of the system | | | |
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| Action items | | Person responsible | Deadline |
| Prepare the questions | | DEFAULT | Wed afternoon |
| Send the questions to Bert | | Atanas | Wed evening/THursday |

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| N/A | Project specification |

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| Discussion | No project can exist without a project plan and project charter | | |
| The project charter can be based on the information about the event, provided by the client. The project plan though, depends on our work schedule. | | | |
| Writing the project statement can even help to define what is yet unknown about the project and, therefore, to ask more accurate and relevant questions. | | | |
| We have to create a decent project plan involving all the tasks, milestones etc. The project plan for block1 should be very detailed. | | | |
| Make sure that for every deliverable there will be some back up time to check if everything is successful and it can be considered as complete. | | | |
| Block 2, however, might be less accurate | | | |
| The project’s functionality is something that can be researched at this moment | | | |
| Start doing so. Create the proposals (several versions) of processes. Start designing the database | | | |
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| A proposal of the tasks and milestones list: a list + daily expected milestones table. | | | |
| Conclusions | The project plan is required. | | |
| The project statement is required | | | |
| Create a list of tasks with statuses, descriptions etc. | | | |
| Create a list of milestones (similar to the conclusion above) | | | |
| Start defining the processes and make proposals of the systems. | | | |
| Action items | | Person responsible | Deadline |
| Create a project plan proposal | | Dmitrii | Saturday |
| Create a project statement proposal | | N/A | Thursday evnng |
| Create a list of tasks | | N/A | Wednesday evening |
| Create a list of milestones | | N/A | Wednesday evnng |
| Make Website Process proposal | | N/A | Friday |
| Make Website Sitemap proposal | | N/A | Saturday |
| Make Database design proposal | | N/A | Saturday |

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| N/A | [Topic] |

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| Discussion |  | | |
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| Conclusions |  | | |
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| Action items | | Person responsible | Deadline |
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| N/A | [Topic] |

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| Discussion |  | | |
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| Conclusions |  | | |
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| Action items | | Person responsible | Deadline |
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| Special notes |  |