Tutor/Client Meeting 3

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda | March 8, 2016 | 10:35 | Room 2.40 |

|  |  |
| --- | --- |
| Type of meeting | Tutor |
| CHAIRMAN | Dmitrii |
| Note taker | Hristian |
| Attendees | DEFAULT |

## Agenda topics

|  |  |  |  |
| --- | --- | --- | --- |
| 10:35 | – | 10:50 | PRoject plan |

|  |  |
| --- | --- |
| INFO | Discuss the initial version of the project plan. |
| Comments |  |
|  | |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| 10:50 | – | 11:10 | Event description |

|  |  |
| --- | --- |
| INFO | Discuss the event. |
| Comments | Discuss the details, features and specification of the event. Explain the main idea of the event and what will be the |
| target audience. Cover the scope of the events activities and facilities. | |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| 11:10 | – | 11:25 | Processes |

|  |  |
| --- | --- |
| [INFO] | Discuss the processes in scope of the event. |
| Comments | Authorization, payment, website functionality |
|  | |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| 11:25 | – | 11:35 | Website |

|  |  |
| --- | --- |
| [INFO] | Discuss the website details. |
| Comments | Discuss and present website design concepts and solutions. |
|  | |
|  | |

|  |  |
| --- | --- |
| Special notes |  |