[Meeting Title]

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| --- | --- | --- | --- |
| Minutes | [Click to Select Date] | [Meeting Time] | [Meeting Location] |

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| --- | --- |
| Type of meeting | Tutor Meeting |
| CHAIRMAN | Dmitriy |
| Note taker | Hristiyan |
| Timekeeper | N/A |
| Attendees | Group + Tutor |

## Agenda topics

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| [Time Allotted] | [Topic] |

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| Discussion | Presenting the project plan, receiving feedback. Discussing the processes of the event | | |
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| Conclusions | Project goal: state only the activities that we are going to be responsible for. | | |
| Make adjustments to the project plan. | | | |
| RFID Chips are less fraud-prone compared to barcodes. | | | |
| Action items | | Person responsible | Deadline |
| Schedule a meeting with the tutor and work with RFID Chips and barcodes. | | TEAM | N/A |
| Make a final choice between RFID and barcodes. | |  |  |

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| n/a | Project plan |

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| Discussion | Table of contents, Deliverables/Non-deliverables, etc. | | |
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| Conclusions | Deliverables and Non-deliverables should be separated, make minor adjustments to the table of contents | | |
| State only the activities that we are going to work on. | | | |
| Need of an intermediate project statement/s to outline the future approach to the project. | | | |
| Action items | | Person responsible | Deadline |
| Create the intermediate project statement/s | | TEAM | N/A |
| Create project risk examples like the one that the tutor gave. | |  |  |

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| [Time Allotted] | EVENT DESCRIPTION |

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| Discussion | Workshops with reservations. | | |
| Different kinds of entertainment i.e. musical battles, DJ courses etc. | | | |
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| Conclusions | The pre-reservation method – approved. | | |
| Workshops – approved. | | | |
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| Action items | | Person responsible | Deadline |
| Make rules about the use of equipment, workshops, etc. | |  |  |
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| n/a | EVENT PROCesses |

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| Discussion | The battle between barcodes and RFID Chips. | | |
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| Conclusions | RFID Chips are easier to use, smaller chance to tamper them, less-fraud prone than barcodes. | | |
| The major con of the barcodes is that they are easier to copy and abuse. | | | |
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| Action items | | Person responsible | Deadline |
| Schedule a meeting with the tutor and decide between barcodes and RFIDs | |  | N/A |
|  | |  |  |