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| Meetings’ | Agenda |  |  |
| Type of meeting: | Mentor meeting |  |  |
| Date: | 25-02-2015 | Called by: | Todor |
| Time: | 14:05 | Facilitator / Chairman: | Todor |
| Location: | 4.105 | Secretary: | Yidi |

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| Attendees |  |
| |  |  |  |  | | --- | --- | --- | --- | | # | Name /Group | # | Name /Group | | 1 | Todor | 2 | Evan(Wen) | | 3 | Yidi | 4 | Kalina | | 5 | Jianfei | 6 | Jiaqi | | |

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| Agenda preparations, comments and tips |  |  |  |  |  |
|  | **Group Members:** | **Mentor:** |
| **Please bring:** | 1. Your work, ideas and laptops. 2. Rent a camera from the ISSD. 3. Markers for the white board. 4. Paper and pens. | Please bring the paper copy of the Project plan with your feedback inside.  Please send us a digital version of PP with feedback. |
| **Please check:** | The project plan, verison one. | The project plan, verison one.  Questions and proposals down in the agenda. |
| **Attachments:** | You can see them in our group project folder. | You can see them in your mail. |

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| Agenda topics /items |  |  |
|  | Presenter |
| Discuss the Project plan without the teacher(new ideas, is everyone on track, what can we improve, etc.) | Todor |
| Discuss the Project plan with the teacher | Todor |
| Improve the Project plan | All |
| Discuss the URS plan | All |
| Distribution of duties for the URS plan | All |
| Breaks, exams, holidays-Discussion | All |

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| Questions and proposals |  |  |  |  |  |
|  | **Client:** | **Mentor:** |
| **Proposals:** |  |  |
| **Questions:** |  |  |