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| Meetings’ | Agenda |  |  |
| Type of meeting: | Mentor meeting |  |  |
| Date: | 25-03-2015 | Called by: | Todor |
| Time: | 14:05 | Facilitator / Chairman: | Kalina |
| Location: | 4th floor Open Area | Secretary: | Jianfei |

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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. Markers for the white board. 3. Paper and pens. | Please bring the paper copy of the URS final version with your feedback inside.  Please send us a digital version of URS with feedback. |
| **Please check:** | URS final version. | URS final version.  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 URS plan | Kalina |
| Discuss the URS plan with the teacher | Kalina |
| Discuss the new ideas we have | All |
| Discuss how to implement the Test Plan | All |

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| Questions and proposals |  |  |  |  |  |
|  | **Client:** | **Mentor:** |
| **Proposals:** |  |  |
| **Questions:** |  | Should we fix the Project plan and show it to you?  Can we discuss the way we are going to follow the milestones and the “Time”? |