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| Meetings’ | Agenda |  |  |
| Type of meeting: | Mentor meeting |  |  |
| Date: | 01-04-2015 | Called by: | Todor |
| Time: | 14:05 | Facilitator / Chairman: | Yidi |
| Location: | 4th floor Open Area | Secretary: | Evan |

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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 bring the paper copy of the Test Plan version one with your feedback inside.  Please send us a digital version of URS with feedback. |
| **Please check:** | URS final version.  Test plan version one. | URS final version.  Test plan version 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 Test plan | Yidi |
| Discuss the URS plan with the teacher | Yidi |
| Discuss the Test plan with the teacher | Yidi |
| Discuss the new ideas we have | All |

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| Questions and proposals |  |  |  |  |  |
|  | **Client:** | **Mentor:** |
| **Proposals:** |  |  |
| **Questions:** |  | Can we discuss the way we are going to follow the milestones and the “Time”?  Discuss what we need to have in the Design Document. |