|  |  |  |  |
| --- | --- | --- | --- |
| Meetings’ | Agenda |  |  |
| Type of meeting: | Mentor meeting |  |  |
| Date: | 13-05-2015 | Called by: | Todor |
| Time: | 14:05 | Facilitator / Chairman: | Jiaqi |
| Location: | 4th floor Open Area | Secretary: | Kalina |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 Test Plan final version with your feedback inside.  Please bring the paper copy of the Design Document with your feedback inside. |
| **Please check:** | Test plan final version.  Design Document. | Test plan final version.  Design Document.  Questions and proposals down in the agenda. |
| **Attachments:** | You can see them in our group project folder. | You can see them in your mail. |

|  |  |  |
| --- | --- | --- |
| Agenda topics /items |  |  |
|  | Presenter |
| Discuss the Test plan | Jiaqi |
| Discuss the Test plan with the teacher | Jiaqi |
| Discuss the Design Document with the teacher | All |
| Discuss the First Prototype with the teacher | Jiaqi |

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