# Date of meeting: 17-2-2022

## Location: R10 building, Fontys

## Participants: Rositsa Nikolova, Daniil Blagoev, Jakub Jelinek, Rens van den Elzen

# Agenda item #1 Project planner

## Discussion:

During the meeting we discussed the state of the project planner and here are some of the things we can do based on the feedback we received.

## Actions:

* Add our logo
* Add more detailed description about the client
* Team introduction - what do we think we can do for the project as a team
* Current situation – analyzing – describing the environment, opportunity
* Project goal (requirements for the first release, what is part of that, don’t have to describe requirement in detail, we do that in URS, what are we aiming at the end of week 6 (must haves)
* Plan until week 6
* First release – not going to make a website
* Deliverables, no website, we will deliver app and documents (URS – test plan)
* Look at the reader what you need to deliver
* Phasing – is short- overview of the milestones
* Project plan instead of reader

After the meeting we all worked on the project planner document and made changes listed above.

# Agenda item #2 URS

## Discussion:

After showing the project planner we went on to the next discussion topic and showed the URS document we made. We wanted to know if what we did was correct and if there were any points we could improve.

## Actions:

* Either more or less specific on statistics
* Split employee information and employee’s account information
* We are not required to do the UML diagram, but we will do it
* Store meeting minutes in git
* URS document until Friday
* Monday meeting 1:45

When the meeting ended, we went ahead and improved the URS document and created the UML diagram and finally we uploaded the minutes to the GIT.