# Date of meeting: 31-3-2022

## Location: R10 building, Fontys

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

# Agenda Item #1: Meeting minutes from last meeting and short explanation about next steps

## Discussion

* Presentation in canvas about what we are expected to do
* New approach -> agile
* Have client meeting after week 9, call it *Iteration 1*, show what we have(every 3 weeks)
* After each iteration deliver what we have
* Update project plan for every iteration, plan activities, project, update URS, work on the use cases
* Read the reader in canvas

## Actions

* Read reader in canvas and check the presentation

# Agenda Item #2: Discuss our process report

## Discussion

* Good reflections, make the activities clearer, maybe refer to Jira?
* Next process report every three weeks
* Compare there the Waterfall method to this new method

## Actions

* Use above info during documentation making

# Agenda Item #3: Discuss our working process up to week 6. (remarks, what can we do better?)

## Discussion

* We are doing well as a team, maybe we might switch roles?
* Thursday 21 have the client meeting
* Next presentation is week 12
* Unit testing - > not required

## Actions

* Switch roles?

# Agenda Item #4: Discuss which documents should be updated regularly before next turn in

## Discussion

* URS(use cases)
* Project plan, update for every iteration
* Process report every 3 weeks
* Presentation week 12

## Actions

* Above documentation must be done!