# Date of meeting: 28-4-2022

## Location: Online, Microsoft Teams

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

# Agenda Item #1: Discuss last meeting’s minutes

## Discussion

* One comment, wrong spelling of Myers Briggs

# Agenda Item #2: Discuss our latest Project plan

## Discussion

* Going through the documents
* Change minutes to hours in the project plan (phase planning)
* Activity planning, high level is good
* Talking about the barcode for product

## Action

* Update Project plan phase planning

# Agenda Item #3: Discuss our latest URS

## Discussion

* Checking the URS, asking for barcode, functional level is not necessary to have now
* URS is clear, good
* What we could add is version control of the document, table of version control, indicate when the feedback was, in the name give it a version of document
* Do that for the next version of the document

## Action

* Next time do the version control of documents, plus table of versions

# Agenda Item #4: Discuss the conclusion of our process peer reviews

## Discussion

* Process peer review feedback implement in process report