*Agenda meeting 4 ProP-group E 15-03-2016*

Tutor: Kuah

Goal: Get feedback on the sent project plan, as well as on the done tasks

Opening: (10:15-10:17)

- Determine presence/absence

- Determine role assignment

Project Leader: Dimitar Ryapov

Secretary: Lyubomir Aleksandrov

Chairman: Petya Mihova

Quality manager: Diyan Ganev

- Determine agenda

Announcements: (10:17-10:20)

- Tutor

- Group

Evaluation (10:20)

-Discussion about the website designs (10:20-10:25)

-Discussion about the project plan (10:25-10:35)

-Discussion about the RFID chips (10:35-10:40)

-Discussion of the website with the form for sending e-mail (10:40-10:45)

-Comments on the documentation (project plan and process report) with the teacher (10:45-11:00)

Planning

15-03-2016 – Divide tasks for the upcoming week

15-03-2015 – Make corrections in the draft

Closing (11:00)