

# Meeting Invitation

## Week 8 - Tutor Meeting

**Date:** 10/04/2024

**Time:** 10:30

**Duration:** 30min

**Location:** R10 2.60

**Recipient:**

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**Team:**

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### Meeting Agenda:

- Discussion about the documents formatting
- Presentation of new demo
- Feedback for the demo

### In the previous meeting:

- 10:00-10:10 - Start of the meeting and discuss the communication problems in the team - Better communication, making sure all members attend tutor and client meetings, distribute tasks equally and make sure everyone talks in the meetings.
- 10:10-10:15 - Discussing about the upcoming weeks, what we have to do and important deadlines we have to meet - Implementing the web application, preparing demo and presentation for week 12.
- 10:15-10:20 - Using gitlab issue board for tracking tasks - To Do, In progress, Done.
- 10:20-10:25 - Documentation problems - Project plan needs modifications, new process report is needed, testing by another team and test report.
- 10:25-10:30 - Peer review feedback - To be submitted by week 9