

Minutes from previous meeting

10.04.2024

Client:

Frank de Lepper

f.delepper@fontys.nl

Location	R10 2.60
Starting time	13:30
Duration	45min

Team:

Samuil Kozarov (meeting leader) - 527531@student.fontys.nl

Nyambe Imasiku- 525792@student.fontys.nl

Ivan Anastasov- 525948@student.fontys.nl

Alex Mazilu - 525933@student.fontys.nl

Summary:

- Feedback about the meeting invitation: We should send the documents in a separate email before sending the invitation email
- Design of invitation not looking profesional, don't use only first names for the team members
- Send a copy of the client meeting to the tutor
- Summary of the previous meeting, no need to include exact minutes and include who is leading the meeting
- Don't reveal the password, have it encrypted
- Have no limitations when seeing the schedule of the past/future
- Department managers should see the max amount of employees that need to work each day(15 sales representatives on weekdays, 20 on weekends)
- Would be good to have automated scheduling, automatically triggered
- Manager should be able to manually adjust the schedule for the whole week, in one screen