Minutes from previous meeting

17.04.2024

Client:

Frank de Lepper
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Location	R10 2.60
Starting time	13:30
Duration	30min
Ending time	14:00

Team:

Nyambe Imasiku - 525792@student.fontys.nl
Samuil Kozarov - 527531@student.fontys.nl
Ivan Anastasov- 525948@student.fontys.nl
Alexandru Mazilu - 525933@student.fontys.nl

Meeting Leader:

Nyambe Imasiku - 525792@student.fontys.nl

Secretary:

Samuil Kozarov - 527531@student.fontys.nl
Alexandru Mazilu - 525933@student.fontys.nl

Summary:

Feedback on Meeting Invitation:
- The ending time from the previous meeting is missing in the minutes from the previous meeting and also seems unstructured
- Only include topics that were discussed during the meeting, not after the meeting
- Include the people who wrote down the minutes

- Mention who is also getting the minutes and agenda

Feedback on Desktop App:
- Be able to quickly navigate the schedule to next and previous week
- Modify the automated generation of schedule to generate for 2-3 weeks in advance
- Would be nice to have a drag and drop function for assigning the employees to shifts
- Mention which floor each employee is working on in the schedule. Example: Computer department, Mobile department etc.
- Depot manager's process of ordering new products is this: he selects a supplier, for some products more than one, sends the order, it is shipped, at some point he receives it, when he receives it it is added into the depot

Re from the client:
- For the next meeting show a scheme about the automated scheduling process, which will be sent in the agenda before the meeting