Group 2 - MINUTES 10-04-2017

Date 10-04-2017

Time 10:40am

Location Room A0-26

Present Janszen, Bas

Adu Stephen, Andreicha Semida, Buaron Tal and Boswijk, Marik

1. Meeting at 10:40am in room A0-26.
2. 10:40am - Topic 1 – General

* Upload both(everything) the agenda and meeting minutes on BB
* Absentees is permitted twice maximum, then one is removed from the group. This is due to the fact that part of the grade is how the group works together.
* If help is needed contact through e-mail, however a response is not guaranteed, or make an appointment.

1. 10:46am - Topic 2 – Future Agenda for meetings

The agenda for the meetings should contain the following:

* What has been done in the previous week?
* What work is going to be done in the upcoming week?
* As well as the contribution of each team member in the previous week.

1. 10:53am - Topic 3 – Roles in a project

* Project Leader: can communicate with the teacher advisor of any problems; creates planning of what has to be done, what has been done, who does what and who did what
* Archivist: keeps all documents in one place, where the information is available at any time.
* Meeting’s Chairman: makes the agenda and the minutes for the meeting; rotates at every meeting

Decision of permanent roles:

|  |  |  |
| --- | --- | --- |
| Project Lead | Archivist | Code Lead |
| Tal | Stephen | Marik |

Rotatory roles:

|  |  |  |
| --- | --- | --- |
| Meeting Date | Chairman | Minute Maker |
| 10.04.2017 | Tal | Semida |

1. 10:59am - Topic 4 – Work Enhancements

* Def: On time- everyone is responsible for their own work.
* Communicate about status of work to each other and the project lead.
* Have a person from the team(someone) review one’s/your work. Always work with someone delivering a content and someone else reviewing and giving feedback.

Example: Person A revises person B’s work

1. 11:08 – Closure

* Create a project plan.
* Discuss what grade, each one of the team members, is looking for(determines how group will work together)

1. 11:15 – Meeting Adjourned.