**First tutor meeting (12.02.2021) – notes**

* We are going for an Outstanding ()
* Every week there will be 2 meetings on Monday and Friday, each starting from 9:00 – 9:30

On the first meeting (on Monday) we will talk about the things that we are going to do for the week and on the second meeting (on Friday) we are going to discuss what we have done and how it went

* We will have 3 client meetings
* There should be one chat person who is going to talk with the tutor on the meetings and present the points that we want to discuss (Tony)
* There should be one agenda person who is going to write and send the points we want to discuss 24h before the meeting (Stoycho)
* There should be someone to take notes of the decisions that we make with the tutor on every meeting (Stela)
* We should use Git for communication (branching and tagging)
* We should be strict with the deadlines
* How we should divide the work? – every person in the group should take responsibilities for different functionalities