2IS70 group 19

Date: 08/02/2019  
Team Leader: Ivo Zenden  
Secretary: Yeochan Yoon

1. Opening (start of meeting and start with making minutes)
2. (optional) Evaluation of description document
3. Look at requirements document \*
   1. See the Guide for the requirements phase
4. Look at user interface document \*
   1. See the Guide for the requirements phase
5. Look at planning document \*
   1. estimates of the time you need for various tasks, summing up to the total number of man hours you have available
   2. when you will work on these tasks (e.g., as a Gantt chart)
6. Room for tutor announcements (if any)
7. Look at the minutes of previous meeting
8. Don’t forget self-reflection

\*Look at is meant as, look what is required in the documents, decide on who does what part of which document (we might want to work on all documents together, or give certain people certain documents), and see if we can already make a start for at least two of them in this meeting.