

Agenda of the first formal meeting

17.10.2018 13:00-14:00 SEB 438

1: Opening of the meeting.

2: Apologies from absent members.

3: Introduction of team members to the Supervisor/Client.

4: Requirements Gathering from Client

4.1: What does he want the app to do?

4.2: Who will be using the software?

4.3: Where will the app be used?

4.4: Why does he want the app?

4.5: How did he come up with this idea?

5: Seek advice from Supervisor

5.1: Ask about the website

5.2: What kind of feedback and the frequency of them?

5.3: What is the next step?

6. Any other questions.

7. Next meeting details

8. Closing of the meeting