Minutes 19.02.18 Procp

Show division of work

Specify in the meeting invitation that we need top speak with the client whenever we need him.

Roles- leader, munute taker, outlook events, agendas, time keeper (should change every week)

Requirements, use justification

30 minutes meetings! No more, keep it laconic

Documentation is very important!

Design document done correctly – for future reference during implementation period

This Friday 8 in the morning deliver final project plan!

Scheduling, gantt chart

Be specific in the project plan.

Send agenda and minutes, every time you send a meeting invitation

Find a room for next time, event in advance

13:45 on Monday, next meeting

No meetings during exam period or administrative week