Minutes week 3

**Date and time:** 26-02-2018, 13:45

**Location**: Open space, Fontys R1

**Chairman**:

**Minute taker**: Monika Kerulyte

**Attendees**: Chung Kuah, Monika Kerulyte, Ignas Kybransas, Teodor Genov, Vladimir Katrandjiev, Yoanna Borisova, Rostislav Tinchev

Project Plan

* Project plan missing details
* Deviates from the project management template
* good that we have scheduling
* too much details in the version control table
* needs more spreading on the versions
* Missing stakeholders (development team, mr Johnson, tutor)
* Think about when to include teacher and when mr Johnson
* Missing project goals, that were discussed on the previous meeting
* More details about the deliverables themselves
* Remove the part where it says “none of the activities fall in the scope of the project”
* Go through phase 2, missing deliverable

URS:

* URS = Setup Document
* Use case, details

Division Report

* Kind of an process report

Overview of what its going to be done

User story

After iteration 1 we are going to need to update the setup document with use cases

To know what to do for the first iteration, we need to go through the requirements and make the iteration based on those requirements

Include mr johnoson in the attendance list and that’s it

**Meeting duration:** 26mins