### Meeting Minutes

Chairman: Monica Stoica

Note taker: Rosen Danev

Teacher: Chung Kuah

All of the group members were present.

### WEEK 1 23/02/2016 13:15 PM

Agenda points:

## 13:15 – 13:20 : Intro talk

## 13:20 – 13:30 : Client interview

## 13:30 – 13:40 : Project Plan discussion/feedback

## 13:40 – 13:45 : Open talks

Weekly Plan:

## Improve Project Plan

## Start working on URS

Minutes:

* Importance of working in a group and being strict.
* We can have meeting with the client ( Mr George ) only by inviting him
* The teacher is available.

Answers:

Q1. – No bikes.

Q2. – User friendly interface

Q3. – Simple simulator.

Project plan feedback:

* Improve intro, dive out the problem.
* Keep broad sense.
* Put the details and deliverables in the URS.
* Add 2 columns:

- what is the chance that the risk will occur?

- what is the purpose?

- Make it more readable

- Include the teacher in the information table.