



Minutes of project meeting Gemorskos

Subject:	Project Plan Discussion	
Date:	21.11.2024	Time: 10:00-10:30
Place:	Emmen 2.059	
Chairman:	Amir Ranjbar Maki	Minutes secretary: Victoria Iascevschi
Present:	Anton Reunovs, Amir Ranjbar Maki, Frederic Cahn Von Seelen, Joey Harms, Sean Mushava, Victoria Iascevschi	
Absent:	-	
Information <ul style="list-style-type: none">Advice from the client<ul style="list-style-type: none">▪ Don't use difficult terminology or we have later explain it for the reader;▪ Be consistent with the same font, size, the same letter (big or small) etc;▪ Be consistent, read all chapters that they match, and don't repeat information twice;▪ Team goals plus we have to add "goals of the client";▪ Make a list of intermediate products our team delivers, give an explanation, and make it clear;▪ Add lane planning;▪ Change the name "requirements" to "functionalities";▪ Intermediate outcomes: must be only products;		
Decisions <ul style="list-style-type: none">Improve:<ul style="list-style-type: none">▪ №2 (Project Outcomes);▪ №4 (Project Boundaries);▪ №5 (Intermediate Outcomes);▪ №8 (Planning);▪ Add quality manager;		
Action points		
What?	Who?	When?
Improve the mentioned chapter	Victoria, Amir, Joey	Before the next meeting
Erase Quality out of the Project plan	Amir	Before the next meeting
Next meeting		



- Date: 28.11.2024
- Place: Emmen 2.059
- Time: 11:00-11:30