

Agenda Meeting – [28.11.2024]

1. Opening

Client - Walter Samplonius & Group IT-1D

We are going to discuss the improved Project Plan and again go through the chapters, we had to change. Previously, we had a meeting on the 21.11.2024 where we discussed the initial version of our Project Plan.

2. Appoint note-taker

Joey Harms

3. Presence

Everyone is present.

4. Discussion of minutes of previous meeting

1. Textual

On the 21st of November, we had a client meeting during which we discussed the Project Plan. We had to make some improvements and change some chapters.

2. Action points:

Nº2 (Project Outcomes);

Nº4 (Project Boundaries);

Nº5 (Intermediate Outcomes);

Nº8 (Planning);

5. Announcements

6. Discussion parts of the meeting

1. Update on current progress

2. Update client/team members

3. Tops: things going well

Chapters 4, 5 & 8 were sufficiently improved.

4. Tips: what needs special attention

Change parts of Chapter 2. Erase Quality out of the Project plan. Also, it is important to do it before the deadline. (Mon 02-12-2024 at 15:00 hrs.)

5. Looking ahead to the next week(s)

We can start working on a project.

7. Questions

8. Close

Thank you for attending! We are not going to organise any meetings because we have already discussed the plan of our project and we can start working on it.