Minutes of project meeting [project name]

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| Subject: | **Pre-Interview meeting** | | | |
| Date: | **16/11/2022** | | Time: 12:13 | |
| Place: | **1.015/NHL stenden** | | | |
| Chairman: | **Rares Monali** | | Minutes secretary: Zsombor Hajzer | |
| Present: | **Hakan, Zsombor, Rares, Bernardo, Paul, Catrina** | | | |
| Absent: | **Ayomide** | | | |
| **Information**   * 3 types of work needs to be done this week. Figma, Requirements Traceability Matrix and the practice functional design * The practice functional design will be done by 2-3 people and simultaneously 2 other people will be working on project functional design | | | | |
| **Decisions**   * + Catrina will be working on Figma, with the help of Berardo after he is done with requirements traceability matrix   + Bernardo will finish requirements traceability matrix by the end of Friday and help Catarina with Figma whenever he can * The example functional design will be followed from the workshop | | | | |
| **Action points** | |  | |  |
| **What?** | | **Who?** | | **When?** |
| Requirements Traceability Matrix | | Bernardo | | 19/11/2022 |
| Figma front end design | | Catarina, Bernardo | | 19/11/2022 |
| Practice Functional Design | | Hakan, Zsombor, Ayomide | | 19/11/2022 |
| Project Functional Design | | Paul, Rares | | 19/11/2022 |
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| **Next meeting**   * Date: Last Project Atiler of the week * Place: 1.015 * Time: Start of Atiler | | | | |
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