# Meeting agenda 2020-02-10

1. Interpreting the project task
2. Our goals
   1. For the finished project
   2. During the project
3. Work breakdown
   1. Division of the project into parts (what to do, not how)
   2. Interfaces between the project parts
4. Milestones
   1. When?
   2. What?
   3. Which project parts?
5. Crucial path
6. Responsibilities
   1. Project parts (per milestone or overall?)
   2. Handing in assignments
   3. Milestones
7. Document handling
8. Project diary (continuous comments with date, time, and name)