

# Meeting Minutes

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**Date:** April 7th, 2020

**Time:** 10:30 – 11:00

**Location:** Online via Microsoft Teams

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Week 8

## **Topic 1: Showcasing Proof of Concept**

## **Topic 2: Feedback on Iteration 2 Plan**

### **Iteration Plan 2 Reflection:**

- It's okay
- We can update it later on

## **Topic 3: Feedback on Work Division Report**

- Mention 100% when someone is working alone
- Mention 50% when two people worked
- Split every task and mention the people who worked on it
- Mention if a task was completed only 90%
- For example, the total time (2 hours), one person worked 1 hour (50%) and another person worked 1 hour (50%)

## **Topic 4: Discussing URS for this iteration**

- We can update it later on

## **+ Calibration Session**

- One person will present the slides of the Power Point and one person will present the application