# Agenda for a meeting

**Date**: 04.12.2017

**Place**: Fontys University of Applied Sciences, Eindhoven, Building R1, Second floor, open area

**Chairman:** Bilger Yahov

**Notes taker:** Tao Hua

**Invited:** Mr. Schriek – teacher, Mr. Anderson – client

**Time and duration:**

* Starts: 16:00
* Duration 1 hour

**Topics to discuss:**

* Meet and greet – 2 mins
* Introduce the meeting – 2 mins
* Explanation on why there is not much demo-able production – 10 mins
* Feedback on Hand-In document – 5 mins
* Talk about sprint deliverables – 10 mins
* Questions from client – 2 mins
* Questions from developers (company) – 2 mins
* Next steps discussion with teacher – 10 mins
* Questions from students – 10 mins
* Conclude the meeting – 5 mins