## Minutes of meeting Week 2

Date: 4-sep-17

Chairman: Nikola

Secretary: Coen

Present: Tao, Dean and Bilger

Teacher: Erik v/d Schriek

1. Discuss project proposal - 15 minutes

  2. Formal client - 5 minutes

Our decision is to create a Persona.   
  3. Project plan version 1 - 15 minutes

Add research question and add 25 sub-questions.

Make Product breakdown structure.

Add how communication is done.

Add what skills

And add what have and risks we have. (add Description, Likeliness, how to prevent it, what to do to solve it, impact)

(See POPD3 how to make report)

Look at other solutions to problems.

Mosquito not useful, don’t talk about Money.

Quality depends on communication, how we handle the process.

Documents, why is it necessary to use. What is it used for.

Methodology is not Agile, but is incremental.

Spiral model is used for incremental model, or another which fits that model.

After we make the persona, we can make the user stories.

Skills, how are we going to bridge gaps. How are we going to transfer knowledge (e.g. when someone doesn’t know a certain technology).

Teacher will play the persona.

Add product User stories.

Put in the agenda to meet with the Persona.

Send final project plan Friday noon.

Specify starting Project leader, and how to rotate project leader.  
  4. Additional questions - 5 minutes

Meet again on Monday 16:00 11 September.

Chairman: Coen

Secretary: Dean