Tutor meeting minutes

* **Date: 9 September 2022; Strat Time: 10:30 End Time: 11:00; Place: Online**
* **Attendees: Michiel Koehorst**(Tutor), Andrei Alexandru (Waterfall software team), Bogdan Calinescu (Waterfall software team), Piotr Cieślak (Waterfall software team), Pedro Da Costa Ribeiro Ferreira Da Silva (Waterfall software team)
* Time of the meeting, location, participants in the meeting agenda
* Send the minute to participants
* Approve the minute of the previous meeting first up in the agenda every time
* Good intro story in the project plan
* Project goal could use some improvement
* Feedback on the URS
* URS sent to client after we got feedback
* URS is a deliverable
* Process report IS missing in the project plan
* Plan is only for the first 6 weeks!!
* Overview planning and milestones
* Work division in project plan
* Table of content and page numbering are missing from the plan
* Add a small version 0.1 to the documents (Project plan and urs) so that we keep track of the versions
* Establish priorities in the development of features
* The URS should make it clear what will be made in the first release (week 6)
* Write UCs after the URS and ask for feedback
* Send the URS preferably by email before 15:00 so we can get feedback on it today