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| Team/Group | 2 | | |
| Date: | 9/9/2020 | Time: 9;30 | 9;30 – 10:00 |
| Minutes prepared by: | Boaz Goldsteen | Location: R10 | Ms-Team “Advance Software Project Group 2” |
| 1. Purpose of the meeting | | | |
| * Ask the tutor questions * Project Plan feedback | | | |
| 1. Attendance | | | |
| |  |  | | --- | --- | | Team | Boaz Goldsteen - | |  | David La Gordt Dillie | |  | Sebastian Bokkestijn | |  | Mary Joseph | | Tutor | |  | | --- | | Roopali Gupta | |  | | | Client | |  |  | | --- | --- | | Rafayel Avetyan |  | | | | | |
| 1. Agenda | | | |
| Topic | Discussion | | |
| Meetings | * The meetings should be held twice a week (Wednesday and Friday) and should be set by us. * The minutes have to be handed in after every meeting. | | |
|  | * It needs to be clear who is working on what and who did what part. * We need to send our git link because then you can see our progress. * The teacher said that the draft is fine as long as we mention what is missing. | | |
|  | * We should have introduced ourselves not only by company name but also our personal names. * We had to ask if the system was for one or more shops. | | |
|  | * We need more information about the client such as their costumer info and client address. * The department can make requests with a list of entities that an employee can deliver. | | |
|  | * Our contact person and leader should be mentioned as well. Just more contact details overall. | | |
| Project goal | * We should have used bullet Points for the project goal. * We need to incorporate SMART. * We needed to be more specific (minimize). * The project goal needs to be more specific because we need it for MOSCOW so we know how many functionalities we can achieve. | | |
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| Constraints | * Constraints like corona are not valid. | | |
| Project fase | * We need to start with the URS because otherwise we’ll have a problem later on. * Everything needs to be connected (project plan, urs, database). * We need to be more specific about the phasing. * Leave internal issues out of the document because the client doesn’t have interest in them. | | |