

TREE

Tuesday Tutor Meeting

23rd FEBRUARY 2021 / 13:00 PM / MS Teams

ATTENDEES

Present: Xuemei Pu, Stelian Rumenov, Andrei Sava, Bohdan Tymofieinko, Andreea Şindrilaru

APPROVAL OF AGENDA

Agenda was unanimously approved by everyone

OPEN ISSUES

1. Project Phase 1 - Waterfall methodology
 - a. Feedback on first version of project plan
 - i. Add communication plan
 - ii. Separate design from implementation
 - iii. Edit non-deliverables section
 - iv. Create table of contents linking different section
 - v. Add revision history
 - vi.
 - b. Discussed future meetings, scheduling and milestones

NEW BUSINESS

1. Start working on URS
2. Complete and submit edited project plan and first draft on URS

ACTION ITEMS

Action Item	Person Responsible	Deadline	Priority

Edit project plan and implement feedback	Everybody	28 th February	<i>HIGH</i>
Create first version of URS	Everybody	28 th February	<i>HIGH</i>
Set up Git repository	Bohdan Tymofieinko	14 th February	<i>HIGH</i>

PREVIOUS BUSINESS

Project plan - first version is completed, feedback was gathered based on it