TREE

Tuesday Tutor Meeting

horizontal line

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
2. Feedback on first version of project plan
   1. Add communication plan
   2. Separate design from implementation
   3. Edit non-deliverables section
   4. Create table of contents linking different section
   5. Add revision history
3. 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 | 28th February | ***HIGH*** |
| Create first version of URS | Everybody | 28th February | ***HIGH*** |
| Set up Git repository | Bohdan Tymofieinko | 14th February | ***HIGH*** |

# PREVIOUS BUSINESS

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