

Agenda and Minutes of Meeting Documentation

Everything regarding the sent emails containing the Agendas and the Minutes of Meetings are stored in these files.

AGENDA -

Minutes of Meeting 26/04/2023

Participants: Nazim (chairman), Claudiu (secretary), Luca and Desislav

Technical teacher: Jesús Ravelo

We didn't know we had to submit an agenda for this first meeting so here are the things we talked about:

- Project Plan
- Brainstorming Document
- General Feedback

Minutes of Meeting

Nazim went over our project plan, table of contents, and discussed how to improve the summary of problems and risks sections. We also talked about adjusting Moscow priorities, dividing work among members, and including the brainstorming process in our document.

We also talked about the importance of having meeting agendas and better organization, as well as rotating project roles and encouraging more participation from everyone. We're also going to need a process report and making sure our plan aligns with Fontys' timeline.

Quick reflections and feedback:

- For the summary of the problems, make it into paragraphs instead of bullet points and explain the general situation of the problem.
- For the risks, provide solutions for each risk individually and make the section more compact.
- Summarize the risks that could happen, not things that are under control or are normally respected.
- In the Moscow, change the order of some priorities.
- For the schedule, plan as a group first, then divide the work among group members.
- Include the brainstorming process in the document.

- Provide the teacher with an agenda at the beginning of the meeting.
- Discuss and assign project roles, including a chair and a secretary for each meeting, and rotate these roles among group members.
- The project leader role can also be rotated, but not weekly.
- Create a process report that shows weekly objectives and accomplishments for each group member.
- Ensure the plan matches the proposed plan on Fontys and does not run late on anything.
- Encourage all group members to participate in future meetings, not just one person presenting most of the details.

Kind regards,

Group 2-2 (Claudiu, Nazim, Desislav, Luca)