ProP Group 34 Meeting #4
Date: 20th March, 2018
Time: 14:50 to 15:30 (2:50 - 3:30 PM)
Location: Fontys R1 2nd Floor Common Area
Attendees: Project Team and Mentor
Chair: Thanh
Minute taker: Chanelle

Who are allowed to use the applications?
- Employees will be trained to use the applications
- Only the self-service application used in stores is for the participants

The Setup Document:
- Add page numbers to all documents
- Breakeven: the overview was not clear enough for the mentor, hence a better example is called for.
- "This section will have its data imported from a database". Everything returns back to the database so this needs to be further clarified.
  - Everybody is working on the database. If changes are made, the should be immediately visible.
  - Show that the updates are immediate.

Planning:
- Deliver the Project Plan and Setup Document at the end of the week
- We plan to have the documents proofread by mentor one last time and then invite client
- The mentor suggests to only invite the client for important questions: show the designs of the website and the application. We will also propose our budgets and finalize an agreement then.
- Form of presentation: Powerpoint, document or demonstration? We decided on an interactive meeting with documents subsequently emailed.
- Once we start implementing, there will be new discoveries. It's good to keep updating the document.

Project Plan:
- Project Plan is the only plan that freezes. Every other document will keep getting updated.
- Project Plan defines the starting point and the direction we're going.
  - The Project Plan is made to be changed.
  - Plans change always, but the goal is the same.
- A Project Plan should have more predictability. If it's unpredictable, it's useless.
- A Project Plan is a living document; it can be changed; but with the agreement of all the stakeholders.
  - Details can change. You can make a Project Plan that is independent of the details.
  - If you are able to write a Project Plan as abstract as possible, then you have a better Project Plan.

The mentor can give feedback if asked.