**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, they 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 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.