Meeting protocol

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| Topic of the meeting  Management review 1 | |
| Date/ Time  04.05.2020 | Place/ Room  Zoom |
| Start/ Time  11:45 | End/ Time  12:30 |
| Attendees  Sofiia Zholubak, Andreas Krystallidis, Omar Cehajic, Manuel Hofmann, Anna Kubat, Moritz Leander Großfurtner, Hagen Aad Fock, Dietmar Winkler | Absent |
| Chairing the meeting  Hagen Aad Fock | Protocol Maintaining  Sofiia Zholubak |

Agenda

1. Project order 2
   1. Project presentation 2
   2. Administrator role discussion 2
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2. Dates discussion 2
   1. Dates for MR2 and MR3 set 2
   2. Change dates of IRs and MRs our rough plan 2
3. Result of the meeting 2

# Project order

## Project presentation

We presented our project to our assistant Dietmar Winkler.

## Administrator role discussion

We discussed the responsibilities of the administrator. We came to the conclusion that creating tasks should not be his prior responsibility.

## Tasks

* Rework the project order according to new requirements (fix administrator role).
* Order features by priority and make sure everything is managable till the Deadline.

# Date discussion

## Dates for MR2 and MR3 set

We discussed the possible dates for the MR2 and MR3. Also the dates for the internal reviews set.

## Result / decision

* MR2: 25.05.: 15:00
* MR3: 22.06.: 15:00
* IR1: 18.05.: 15:00
* IR2: 15.06.: 15:00

# Result of the meeting

Work on the project can be started.