Meeting protocol

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| Topic of the meeting  Kickoff meeting | |
| Date/ Time  16.04.2020 | Place/ Room  Vienna, Zoom |
| Beginn/ Time  11:30 Uhr | Ende/ Time  12:00 Uhr |
| Attendees  Everybody | Absent  - |
| Chairing the meeting  Hagen Aad Fock | Protocol Maintaining  Moritz Großfurtner |

Agenda

1. Discuss basics 2

[1.1.](#_heading=h.30j0zll) General 2

[2. Jour Fixe 2](#_heading=h.1fob9te)

[2.1.](#_heading=h.3znysh7) Meaning of term Jour Fixe 2

[2.2.](#_heading=h.2et92p0) Conclusion/Decision 2

[3. Reviews 2](#_heading=h.tyjcwt)

[3.1. Explanation of the reviews and their dates 2](#_heading=h.3dy6vkm)

[4. Roles 2](#_heading=h.1t3h5sf)

[4.1.](#_heading=h.4d34og8) Discussing roles 2

[5.](#_heading=h.2s8eyo1) Meeting conclusion 2

# Basics discussed

## General

The basic structure and the procedure was discussed

# Jour Fixe

## Meaning of term Jour Fixe

Regular meeting point for working together.

## Conclusion/Decision

Every monday at 15:00 will be a meeting via Zoom.

# Reviews

## Explanation of the reviews and their dates

MR 1: 27.04. – 01-05

First Deadline

Internal Code Review 1: 11.05.-15.-05.

Mit code Tutor

MR 2: 25.05.-29.05.

60-70% of the user stories completed.

Internal Code Review 2: 08.06.-12.06.

With the tutor to discuss.

MR 3: 22.06. -26.06.

Final stage: project will be graded.

# Roles

## Discussing roles

Roles are discussed and assigned.

# Meeting conclusion

Every monday at 15:00 will be a meeting via Zoom.

Roles are assigned.