ProP31 Meeting agenda 2018-3-20

# Meeting information

Date: 2018-3-20

Time: 10:30-11:00

Chairperson: Dimitar Parpulov

Minute maker: Phat Tran

Attendees requested: ProP31 All groupmates should be presented

# Preparations for meeting

1. *Create project plan and setup document.*
2. *Put mobile phone off, out of sight before entering meeting.*
3. *Update process report*
4. *Manage a room.*

# Agenda items

1. *Welcome & confirmation of the Agenda*
2. *Mail received*
3. *Minutes previous meeting*
4. ***Questions to discuss***

* Feedbacks about all documentations
* How are employees going to enter the event? (connected with next question)  
  If we make them like normal visitor and give them an account and a ticket then they receive an RFID bracelet with which they can enter and exit freely. But if this is done then can they deposit money in their accounts or our client is going to give each employee a certain amount of money they can use while they are at the event for food and drinks.
* Where does the money from transactions go? (Do stores have a balance of their own?)

1. *Unscheduled questions*
2. *End of meeting*