**Meeting with supervisor (Younes B., Airbus) at N7**

**Agenda:**

* Present last week’s work: the specs document, the methodology document, the risk management sheet, the planning sheets
* Present in-depth the methodology of work: similar to agile, numerous incremental iterations
* Feedback regarding the documents

**Discussed points:**

* Feedback on all documents, overall good, some suggestions: more clarity and details in methodology document, avoid vague terms (clear, easy) and instead use quantities or very detailed descriptions, review costing (too optimistic)
* On work methodology: a mix of agile and fixed planning, wherever there is a possibility to work in sprints
* Role of quality engineer in the team: be constantly in touch with client to define relevant useful metrics that can drive the project forward
* Important: the team should organize 2 weekly meetings to discuss in-depth the plan for the week ahead (first meeting) and to analyze and assess the week’s work (second meeting at end of week), plus daily short meetings of 15 minutes
* Each action in the planning sheet must have a one single person in charge (a holder) and eventually a group of collaborators (avoid using all)

**Actions:**

* Modify methodology documents to take into account the feedback before sending to client (Amine)
* more details in planning (a holder for each task, clear start and end dates) (Each single member of the team when filling his task)
* Fix meeting with client for next week (Amine)