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

**Agenda:**

* Brief on progress: updated documents and actions carried out from last week’s meeting, client meeting (04/02), code progress, work methodology improvements, recently added tasks (from client meeting)

**Discussed points:**

* Brief on work progress
* Trackability of actions and decisions (why an action was added to planning, where and when was a decision made, when has client validated a batch) should be more clear and easy to find (either in comments in planning sheet, or in separate document)
* Validation of tasks by client should be included in planning sheet in a more explicit manner (for example, as a separate task). Client feedback should be recorded (in minutes or action tracker file)
* In end-of-the-week team meetings, a retrospective should be carried out individually by each team members, and then feedback shared with the team so as so to collectively answer: what worked well and why? What didn’t work well and why? What can we improve and why the suggested improvements are likely to yield positive results?
* Risk management sheet: should be updated regularly (weekly), ie each risk should have a score (based on importance and urgency for example), this would enable to prioritize in a good way but also enable re-evaluation or risks in light of new events

**Actions:**

* Update risk sheet (Amine)
* Action tracker system (a separate sheet, or included in tasks sheet with references in comments (tasks sheet) and minutes)