**Meeting Agenda 1: Planning the Project**

**Time:** 10:30 AM - 10:59 AM

**Duration:** 29 minutes

**Location:** Fontys R10 Campus

This meeting is about getting started on the Media Bazaar Employee Management App project. We'll talk about who's doing what, what we want the app to do, and any limits or rules we have to follow. We'll also figure out what we need to do first.

**Meeting Agenda 2: Talking About What We Need & Developing URS**

**Time:** 2:00 PM - 2:26 PM

**Duration:** 26 minutes

**Location:** Fontys R10 Campus

In this meeting, we'll discuss what the app needs to do. We'll look at the plan we made earlier and talk about what features the app should have and how it should work. We want to make sure we understand what the client wants and finalize the plan.

**Meeting Agenda 3: Checking Progress and Planning Next Developmental Steps**

**Time:** 3:30 PM - 3:49 PM

**Duration:** 19 minutes

**Location:** Fontys R10 Campus

This meeting is to see how far we've come with the app and decide what to do next. We'll look at what we've done so far, see if everything is going according to plan, and figure out what needs to happen next. We'll make sure everyone knows what they need to do for the next part of the project. Additionally we will review the design we have so far and whether it fits in with our client’s expectations.

**Meeting Agenda 4: Receiving requirements for the next waterfall phase of development**

Time: 2:00 PM - 2:24 PM

Duration: 24 minutes

Location: Fontys R10 Campus

This meeting will focus on gathering requirements for the upcoming waterfall phase of development. We'll discuss the new features and functionalities that need to be implemented based on the client's latest requirements. Specifically, we'll address the following takeaway from the meeting:

* Requirement related to website: Each employee should login to the system.
* As an employee, change password on first login (Forgot Password Button).
* As an employee, view personal information and update it (Address, Telephone, Inactive for ones that are immutable) in compliance with Dutch law for name/attribute.
* Personal schedule should be displayed, with the whole month visible.
* Top Manager should have access to statistics about employees (e.g., number of new hires, terminations).

We'll discuss how these requirements fit into our project plan, assign tasks to team members, and outline the timeline for implementation. Additionally, we'll ensure that the design aligns with the client's expectations and review any potential challenges or constraints that may arise during this phase of development.

**Meeting Agenda 5: Reviewing website project progression & Gathering next point requirements**

Time: 1: 10:00 AM - 10:24 AM

Duration: 24 Minutes

Location: Fontys R10 Campus

The agenda for this meeting consists of going over the progression of the website development for the second waterfall checkpoint of the employee system for the media bazaar. We expect to share our developments and address concerns during it. Additionally we will also gather the next waterfall point must requirements for the second iteration of the website.

**Meeting Agenda 6: Discussing peer review and contributions of each member to the group project**

Time: 1:30 PM - 1:40 PM

Duration: 10 Minutes

Location: Fontys R10 Campus

The agenda for this meeting includes going over and reviewing the processes of our collaboration up until this point in a group manner to identify problems within it on individual level and to get a realistic overview of what each person’s contribution is and how we can move forward efficiently.