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| Meeting Minutes | 03.10.201616.00-17.30Building R1, 2.40 |

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| Meeting called by: | Li Li | Type of meeting: | Project Plan |
| Facilitator: | Wen Zhang | Note taker: | Wen Zhang |
| Timekeeper: | Wen Zhang |  |  |

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| Attendees: | Li Li  Jiaqi Ni  Jianfei Feng  Wen Zhang  Kalina Petrova  Mengchuan Liu  Jiefan Lin |

# Minutes

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| Agenda item: | Presentation of the time table & URS | Presenter: | Jiaqi Ni  Kalina Petrova |

#### Discussion:

1.Updated millstone. (two cycles, 5 milestones)

2.The control of the risk.

3.Be specific in work distribution table and give expected final mark from each member.

4.Add use-case for each requirement.

5.Extend Non-functional requirements.

6.In order to have an efficient meeting we should prepare PPT each time.

#### Conclusions:

1.The updated millstone is okay.

2. Make sure the responsibility or position each member is going to take.

3. In non-functional requirement part give certain solution if one of product’s functionality is not succeed.

4. Write use-case. It’s easy for later test.

5.Clarify the contribution of everyone within the group.

6.Prepare PPT for every meeting.