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| Meeting Minutes | 19.09.201616.00-16.40Building R1, 2.40 |

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| Meeting called by: | Li Li | Type of meeting: | Project Plan |
| Facilitator: | Jianfei Feng | Note taker: | JieFan Lin |
| Timekeeper: | JieFan Lin |  |  |

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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 project plan | Presenter: | JianFei Feng  Kalina Petrova |

#### Discussion:

1.The efficiency of the project plan.

2.The control of the risk.

3.The setting of Timeline and milestone (three stage, six milestones).

4.Estimation of real coding.

5.When to finalize the requirements.

6.The essentiality of expatiating the requirement.

7.It is a waste of time on stage iterations.

8.The allocation of the job within the group.

9.How to oversee and monitor implementation of the Project Plan.

10.How to be a good project leader, such as check whether the question to be answered.

11.Figure out our ways of working.

12.Write the good documentation.

13.Demonstrate the Demo in the project lifecycle.

14.User Requirement: should be defined in the beginning. What do we want to improve?

15. The meeting invitation.

16. Make intensive schedule.

#### Conclusions:

1.Shift the whole analysis to the first few weeks.

2.Each phase will have clear division.

3.From manager point of view, synchronize the jobs will be more efficient.

4. Dynamic and static variation in planning. The fixed part requires a significant proportion.

5.Clarify the contribution of everyone within the group.

6.Pick out everyone’s strong points and allocate the work based on their strong points.

7.Do the intensive work at the very beginning.

8.Show the result of our work to the related people to get the feedback.

9.Simplify the process: reduce the milestones to have the least milestones.

10.Working in the holidays is taken into consideration.

11. Display the demo at least two times. (One before Christmas and one after)

12.Hold a meeting every two weeks。

13.Modify the timetable of the project plan.

14.Think about the interaction with the potential users.

15.The leader refines working content.