Meeting Group 5

- What is the purpose of your meeting?

The purpose was to get information about the next 6 weeks of the project. We need of every meeting to have an agenda. We need to read the reader. There is going to be no client meetings and one more thing that we need to do is to read about the deliverables.

- When and how long will the meeting take place?

30.03.2020 – 15:00-15:15

- What is the schedule of your meeting?

We will have to meet two times per week and we will have to schedule the meetings with the tutor.

- Where are you going to meet? The meeting is going to be online.

- What is each person’s role?

* Chairman: manages meeting – Kristian
* Secretary: keeps notes – Jaklin
* Attendant: participates in meeting. – Gabriel and Vasil