|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Group Project Meeting 5 | | | | | |
| Minutes | | **17/03/2011** | **12h00🡪13h20** | | **JKCC** |
| Participants : Present – P / Absent – A / Absent without notification - X | | | | | |
| p | | Yannick Montesi (Project Leader) | | |
| P | | Jasmin Terrien (Minute Taker) | | |
| P | | Edwin Chicouard | | |
| P | | Rodolf Rick (Chairperson) | | |
| P | | Tasin Zarkoob | | |

Previous Meeting :

Due to the fact that we had to submit other coursework, and focus on it, some work is in late and remains to be finished / done.

The project leader decided to let the previous week free (no meeting) in order to let the team finish their other tasks, and allow them to focus only on the group project after. But, the previous work defined in meeting 4 is still proceed (implementation and test phases).

## Discussion Items :

|  |  |  |
| --- | --- | --- |
|  | Action Items | Decision(s) |
| 1. | Project’s Presentation / slot time | Yannick gave an explanation about the project presentation and the slot time. Some practice must be done, and support document must be created. |
| 2. | Group report | Yannick gave an explanation about the group report. |
| 3. | Personal report | Yannick gave an explanation about the personal report. |
| 4. | Name project | **We have found some name for the project as : Travel Plan, Trip Me !, Trip that ! Travel Me !** |
| 5. | Testing phase (application / website) | The test tables should be created in order to proceed the test. |
| 6. | Testing phase (public) | The questionnaire is almost done, and must be adjusted according to the website and application changes. |
| 7. | Website design | Tasin has finished the design, and shown it to Rodolf in order to know if he was able to incorporate it into the website. |

To do for the next week :

|  |  |  |
| --- | --- | --- |
| Actions to do | Description | Person(s) in charge |
| Project’s Presentation | Some rehearsal of the presentation must be scheduled in order to practice. | All members |
| Slide Structure | A slide’s structure must be envisaged according to the different part of the project. | All members |
| Personal report | A structure must be defined as a template for the personal report. | Yannick |
| Group report | A structure must be discussed, and the report must be **splitted** in subparts in order to allow each member to write a corresponding part. | Yannick – All members |
| Testing Phase (public) | The questionnaire must be adjusted. | Yannick |
| Testing Phase (products) | The test tables must be finished. | Edwin / Rodolf 🡪 website  Jasmin / Tasin 🡪 application |

Next meeting :

Thursday March 24th 2011