**Meeting agenda week 2**

**TechQuest**

# **Meeting information**

* **Date: 10-09-2019**
* **Time: 09:30-10:00**
* **Location: Fontys R1 2.50**
* **Chairperson: Qin Zhao**

Attendees requested: All groupmates should be present.

# **Preparations for meeting:**

1. Group’s logo, name, type of events.
2. Put mobile phone off, out of sight before entering meeting.
3. Preparing questions based on the student workbook provided. (Things that are unclear in the student workbook).
4. Preparing questions about deliverables and deadlines, documentations and way of working with the client.

**Meeting Goals:**

1. Get answers from tutor to the questions related to the student workbook’s contents, ways of working, deliverables and deadlines.
2. Show the tutor the process of the team.
3. Decision on who is going to be the team leader.

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| Time | Minutes | Topic/Discussion | Way of working | Prioritization |
| 9:30 | 5 | Informational agenda item |  |  |
| 9:35 | 5 | Group’s logo, name, decision on who is going to be the team leader, type of events | Get approvals | 1 |
| 9:40 | 5 | Group’s process reports, set-up documents, project plan, agendas and minutes of every meeting | Ask questions, take notes | 4 |
| 9:45 | 10 | ProP Student workbook’s contents | Ask questions, take notes | 3 |
| 9:55 | 5 | Deadlines and deliverables for next week and for this block in general | Ask questions, take notes | 2 |
| 10:00 | 3 | Way of working with the client | Ask questions, take notes | 4 |

**Achievements:**

1. The way to fill out our documentation.
2. Next steps to work on.
3. Next deliverables and deadlines.
4. Preparation for the following meetings
5. The team leader is being chosen.