**TechQuest**

**Meeting minutes**

**Opening:**

* Date: 10/9/2019
* Time: 9:30
* Place: Fontys R1 2.50

**Present:**

* Kien Duc Do
* Andreea Dumitru
* Atanas Draganov
* Abdullah Alkhalaf
* Zhao Qin (Chairwoman)

**Regret:** None

**Absent:** None

**1. Call to order/opening remarks:**

* Time that the Chairperson called the meeting to order: 9:30
* Opening remarks: Chairwoman (Mrs. Zhao) introduced herself, got to know TechQuest’s members.

**2. Minute notes:**

* Overall informational introduction about ProP provided by tutor.
* Discussing on who is going to be the team leader. Everyone approves that Atanas Draganov is the team leader.
* Discussing about the team’s name and logo, type of event. Team members receive feedback from tutor.
* Discussing the questions on deadlines and deliverables for next week:
* What are there to be delivered next week? What are the deadlines for the deliverables?
* Discussing the questions arises from the ProP student workbook’s contents:
* Is the project required to use real money during transactions? Answer: No
* Should we build separate applications for different tasks or combine all of them together into one big application? Tutor advised to build separate applications.
* Discussion on group’s process reports, set-up documents, project plan, agendas and minutes of every meeting
* Does the team have to provide agenda before every meeting? At least one day before the meeting.
* When to deliver minutes of every meeting? One day after the meeting.
* Do we have any specific process report, set up document, project plan, agenda and minutes templates? No but there are a few good examples.
* Discussion on the next week's meeting with the client:
* Where to find information of the client? On Fontys’ website.
* When and where the next meeting will be held? It will be arranged by the team.
* Way of working with the client: Prepare agenda for the meeting and make a minute after the meeting. Avoid heavy-technological questions for the client.
* What should be discussed during the meetings? Depends on the team. Agenda items should be well-organized.

**3. Action Items:**

* update the setup document: redefine the processes;
* GUI’s to be added to the setup document;