**Meeting minutes 18 sep. 20**

Comments on project plan version 1:

* Should we include TU/e students
  + Involving another university can be complicated maybe better to add in the future
  + Our choice
* Security and privacy and GDPR regarding students’ skills and data
  + Add details about GDPR and privacy and security
  + What will happen with data
  + Iso 27001
* Agile and scrum
  + Each phase will have sprints in it
  + i.e. If we use scrum we need to do it like scrum
* incorporate that client is involved
  + progress meetings
  + invite client to showcase current state of work
  + involve client in any way
* Documentation for internal usage;
  + what kind of documentation we are going to deliver / what are we going to use for which part of the system/application before we start implementing and developing
    - class diagram
    - wireframes
    - database design
    - c4 model
    - flow charts
    - UML
    - ERD
    - Etc…
* Elaborate on the decisions we made; why did we do it like this etc…

Next week:

* Next week the improved/final version of the project plan
* Level 3 C4 model