

Mentor Matching Team 19 – Meeting 3 Minutes

24th October 2016

MEETING PARTICIPANTS:

Christopher Lau, Matthew Bell, Harry Chen

Overview:

This meeting involved us talking to our project supervisor Antoaneta Serguieva. The meeting was to discuss the progress of our development and receive feedback from supervisor regarding the next steps.

Topics Discussed:

Get existing forms + docs

We were required to confirm our requirements and also what is considered a successful project.

Formal outline of project

- Explain project
- ~3 paragraphs
- No 'filler' or junk text
- Clear aims/objectives
- ~3/4 page
- 3 main objectives + 1 stretch objective
- Link these to deliverables
- Agreed with client + supervisor

Next steps

Introduce our supervisor to our client, Jane Williams and also send our client a complete project outline for approval.