Minutes of Meeting

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| **Summary** | | | | | |
| **Meeting Topic** | Zweites Meeting Projektbetreuer | | | | |
| **Date** | 23.05.17 | **From** | 11:30 | **To** | 12:30 |
| **Location** | PL4.MC | **Note Taker** | Paul Schmutz, Boris Fuchs | **Duration** | 1.0 hrs |

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| **Agenda** | |
| **Time** | **Topic** |
| 40 mins | 1. Überprüfung des aktuellen Standes |
| 20 mins | 2. Implementierung |

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| **Attendee List** | | | |
| # | **Name** | **Present?** | **Reason of Absence** |
| 1 | Boris Fuchs | Y |  |
| 2 | Paul Schmutz | Y |  |
| 4 | Marcel Breitenfellner | Y |  |

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| **Meeting Notes** | |
| 1 | Aktuelle Dokumente wurden durchbesprochen -> PSP, Mockups, Dokumentation, Time-Recording |
| 2 | Implementierung -> wie sollen wir vorgehen? -> lokaler oder webserver? -> webanwendung oder app? |

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| **Action Items** | | | |
| # | **Task** | **Person Responsible** | **Due Date** |
| 1 | brief description | Department name OR First name Last name | Dd Mon yy |
| 2 | brief description | Department name OR First name Last name | TBD |
| 3 | brief description | Department name OR First name Last name | Dd Mon yy |