



Minutes of project meeting

Gemorskos team manager

Subject:	Initial meeting	
Date:	12.11.2024	Time: 15:15
Place:	NHL Stenden Emmen study landscape	
Chairman:	Peter Kapsiar	Minutes secretary: Peter Kapsiar
Present:	Kyan Jeuring Peter Kapsiar Ugochukwu Ndiogazili Sanduni Thathsarani Pinpura Dewage David Corodeanu Eliza Horváth Bence Mohr	
Absent:		
Information		
<ul style="list-style-type: none">▪ The project aims to solve the companies problems with communication▪ The final product will be a web application with the following features<ul style="list-style-type: none">○ Organising company workers by team topic○ Instant messaging and file sharing for teams○ New members and new groups are managed by administrators○ The focus should be in backend with minimal frontend○ Overview feature for the chief editor to manage teams○ The app should work mainly in a desktop layout with having as many features as possible on mobile as well		
Decisions		
<ul style="list-style-type: none">▪ The team will start working on the initial documentation and team organisation▪ The team will start working on the design for the solution		
Action points		
What?	Who?	When?
Create the project plan	IT team	week 1
Design for the solution	IT team	week 1/2
Next meeting		
<ul style="list-style-type: none">▪ Date: 19.11.2024▪ Place: NHL Stenden Emmen study landscape▪ Time: 14:30		