Minutes of project meeting [project Stenden support desk]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subject: | Stenden support desk & Team code | | | |
| Date: | 25-04-2019 | | Time: 2:30 pm | |
| Place: | NHL Stenden University of Applied Sciences (using Skype) | | | |
| Chairman: | Mr Victor Peter | | Minutes Secretary: Solomon & Jonathan | |
| Present: | Ian, Solomon, Thomas, Jonathan, Nish, Victor | | | |
| Absent: | Nnamdi | | | |
| **Information**   * You can find all the information about the project on blackboard * Send the time registrations only to Rene. * Send the minutes to both Rene And Victor * Victor signs the minutes, not Rene(or both) * No budget was mentioned, will update us when he knows * The client needs our weekly report either via mail or phone to know our progress. * You can start working on the designs as soon as possible, the client needs just three designs. * The goal of the project is efficiency making data available to anyone in anywhere. * The goal of the organisation is making money and a good product. * Resources are not available to us, just the skills we know and our knowledge. * Deliver the product on time. * Goal is efficiency, to make money, and that all data is available everywhere * Management is the initiative taker * Maintenances will be discussed at the end of the project * No Previous resources available * The stakeholders are upper management, clients and the help desks | | | | |
| **Decisions**   * Come up with a project plan. * Decide on the administrator. | | | | |
| **Action points** | |  | |  |
| **What?** | | **Who?** | | **When?** |
| Decide on team roles | | The project group | | 25-4-2019 |
|  | |  | |  |
| **Next meeting**  Will be discussed over email | | | | |