Minutes of project meeting [project Stenden support desk]

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| Subject: | Stenden support desk & Team code | | | |
| Date: | 25-04-2019 | | Time: 2:30 pm | |
| Place: | NHL Stenden University of Applied Sciences | | | |
| Chairman: | Mr Victor Peter | | Minutes Secretary: Solomon & Jonathan | |
| Present: | Ian, Solomon, Thomas, Jonathan, Nish. | | | |
| Absent: | Nnamdi | | | |
| **Information**   * You can find all the information about the project on blackboard * Send the minutes and registrations only to Rene. * 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 * Stakeholders, upper management, clients, help desks.etc | | | | |
| **Decisions**   * Come up with a project plan. * Decide on the administrator. | | | | |
| **Action points** | |  | |  |
| **What?** | | **Who?** | | **When?** |
| Decide on team roles | | The Team members | | 25-4-2019 |
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| **Next meeting**   * Date: * Place: NHL Stenden University of Applied Sciences. * Time: | | | | |