

Protocol meeting 3

Date: 2021-02-09

President: Assar Orpana

Secretary: Victor Krook

Adjuster: Anna Bergvall

§2 Agenda

- Meeting agenda approved.

§5 Second Review

- The formal review went as expected and the group is satisfied with the result; Change the documents according to the comments given by the reviewer and then send the documents by email. The reviewer will then decide if the documents pass. No more formal review meeting is thus required for phase 1.
- Informal review for *phase 1* will take place on Wednesday 10/2 at 14:00.
- Documents for the informal review must be in *development* branch by 13:00.
- All documents for *phase 1* will be sent for re-review on Thursday 11/2 13:00.
- At least one member from each group should look over *their* own document.

§7 Ground rules

- The project group has agreed on the following ground rules, which will be added into the SDP after baseline:
 - Important communication such as meetings and decision must be made on Discord. If a certain piece of information cannot be on Discord, all members of the project group must be informed where to find the information.
 - All members shall respond in Discord within a reasonable time on Monday-Friday between 08:00-17:00. *Reasonable time* is subjective, but roughly within 4 hours.
 - All members shall come to Project Group Meetings and Work Meetings prepared.

- Decisions that are taken on a meeting must be documented, and if needed, discussed again in future meetings.
 - One shall complete his/her task within the time limit.
- The group also agreed on the following guidelines.
All members are expected to:
 - Have their camera on during Project Group Meetings.
 - Do their best to contribute to meaningful discussions during all meetings.
 - Be on time.
 - Complete the tasks that they are responsible for. If they fail to do this, they shall ask for help as soon as the problem is detected.

§8 General discussion

- Time reports will be signed by PG on Mondays at *17:00*.