# Meeting 13/02/2025

**Meeting Purpose:**
The primary goal of the meeting was to discuss preparations for the upcoming client meeting, align on key tasks, and plan internal team activities.

**Regular Client Meeting:**

- Client meetings will be held **every Friday at 18:00**

- After each client meeting, the team will stay on the call to discuss feedback and next steps

**Tasks Before the Client Meeting:**

- Miro Board Preparation:
  - We need to create a Miro board with features and their prioritization.
  - This must be completed before the client meeting.
  - https://miro.com/welcomeonboard/TjVjRkVUY1cvclM4d1Y2Uk5wRDFiNHRvRGQwM2I2djg5Z0gxT1UxVVJPODFTdEtn share_link_id=441614682654

- Prepare Questions for the Client Meeting:
  - Define key questions to clarify project scope, priorities, and requirements.
  - Ensure all necessary details regarding features, design, access, and metrics are covered.

**Presentation Preparation:**

- We need to create a presentation showcasing our progress.

- Each team member should pick a task from the list and write notes on what should be included in the presentation.

- One designated team member will compile all input and create the final presentation. (Vika)

**Team Roles:**

- We must establish manager roles within the team to improve coordination and efficiency.

**Upcoming Team Activity:**

- Monday at 8 PM. - Team-building meeting at the bar

# Upcoming Client Meeting - February 14, 2025 (18:00):

**Key Questions for the Client Meeting:**

1. Problem & Vision:
   - What specific
   problem  does the service aim to solve
   - Align with the
   customer's vision and expectations.
   - Identify potential
   metrics to measure project success.

2. Prototype & Design:
   - Which
   login design should we choose?
   - What is the
   status of the design layouts?
   - When should the designs be considered
   finalized?

3. Scope & Competition Management:
   - Where and how
   competition winners be selected?

4. Threshold of Success:
   - Which features are
   most critical for the initial release?
   - Which
   features have lower priority?

5. Milestones & Project Storage:
   - Should we stick to the milestones outlined in previous presentations?
   - Preferred
   repository platform: GitLab or GitHub?
   - Should the repository be
   public (open-source)?

6. Access & Authorization:
   - How will
   companies be authorized to create competitions?
   - How will
   companies be authorized to create profile?
   - Will there be a
   monthly subscription model?
   - Should
   profiles be visible to unregistered users?
      * Student profiles?
      * Company profiles?
      * Competitions?