

Kickoff Project III

GENERAL MEETING 0.0.0

Meeting Details

Organiser	Waiyaki
Date	Wednesday, 05 Apr 2023
Time	13:00/14:00 – 16:00
Location	Michas place, Genter str. 54.
Participants	All team members

Agenda

I.	Welcome	⇒ Opening remarks. → Approve the agenda.	Facilitator: Waiyaki 14:00 – 14:10
II.	Communication	→ Needs and wants for communication platforms. → Set up new Communication platforms	14:10 – 14:25
III.	Retrospective	→ Discuss shortcomings and successes of last projects. → Discuss goals, wants, and needs for this project. → Create a Contract that respects the points raised in discussions.	14:25 – 15:00
IV.	Project Ideas	→ Pitch and discuss ideas and themes.	15:00 – 15:40
V.	High Concept	→ Create a high-level summary of the project, its objectives, and expected outcomes. → point out general reference material. → Make a table of Must Should and Nice to have and discuss feasibility of all points.	15:40 – 16:30
Break			
VI.	Project Scope	→ Recap criteria and rules key milestones and expected deliverables given by professors. → Discuss criteria and expectations for milestones. → Identify potential risks and discuss how to mitigate them.	17:00 – 17:20
VII.	Roles	→ Clarify team members Roles and responsibilities. → Department leads (if needed depending on department)	17:20 – 17:30
VIII.	AOB	⇒ Address any remaining topics, concerns, or questions not covered in the agenda or that came up during the meeting	17:30 – 17:40

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IX. Close Out	→	Summarise the key decisions and actions from the meeting.	17:40 – 18:00
	→	Note undiscussed items to be discussed either asynchronously or in next meeting.	
	⇒	Closing remarks.	
	→	Schedule next meeting or touchpoint.	

Key

→	Informational
→	Discussion topic
→	Action item
⇒	Other

Notes / additional information

- Pre-reading material and links
→ N/a
- Questions raised between meetings.
→ N/a
- Side notes
→ N/a
- Etc.
→ N/a