Minutes of meeting

Meeting 22-03-2022 11:15 – 11:45

Attendees

Group 5:

- Ivan Sakal
- Saeed Ba Wazir
- Soleil Umwiza
- Jessie van Nuenen
- Maxim Guida

Tutor:

- Brice Guayrin

Notes

Most important is to ask yourself if you can demo the functionalities to your client.

Good way to report progress should be high-level, so percentages is a nice way to state it. And it is nice to state how much time you need to complete the part that is left. Report everything high-level.

For presentation start with a small introduction, but be to the point. Information should include who did what (contribution), in case functionalities are not complete explain how much is complete.

Remaining 9 minute for your demo, everyone will demo what they did.

Tips and tops will be about the group, keep it non-technical.

It is fine to demo something that is not complete but make sure to manage expectations before. Try to sell the product.

For products mention what is done even if you are not able to demo.