Agenda Meeting  – [06/05/2024]

1. **Opening**

This is the formal meeting to discuss the comprehensive details of the innovative project. Mihail Josan will host the meeting between Group H and Bert and Gerjan.

1. **Appoint note-taker**

The note-taker for this meeting is Patrick Beligeanu

1. **Presence**

The present members of Group H during the meeting are Thu Tran, Mihail Josan, Yen Phan, Patrick Beligeanu, Joris Backis. Sir Gerjan van Oenen and Sir Bert Meijerink attended the meeting as the project managers.

1. **Discussion of minutes of previous meeting**
2. Textual

Subject: Initial Poll of Group H

Date: 06/05/2024

Time: 2:00 PM

Location: NHL Stenden University of Applied Science

Chairperson: Mihail Josan

Minutes secretary: Patrick Beligeanu

Attendees: Thu Tran, Mihail Josan, Yen Phan, Joris Backis

Topic discussed: idea introduction, project objectives, project boundaries, software design, system architecture, the smart lock opening process, UI/UX design of the software and the lock, and project investment.

1. Action point: consider feedback from Bert and Gerjan to orientate the project implementation process.
2. **Announcements**

The next poll will be held on the 5th study week of the last period. This meeting will be held between May 27th and May 31st.

1. **Discussion parts of the meeting**

* **Project Progress Update**: Each member of Group H will provide a brief presentation on their respective tasks in the project design.
* **Feedback from Bert and Gerjan**: Bert and Gerjan will share their feedback on the project design and implementation process discussed during the initial poll. Any suggestions or concerns they have should be addressed by the team.
* **Risk Assessment and Mitigation**: The team will discuss potential risks identified in the project plan and brainstorm strategies to mitigate them. This includes risks related to technology, resources, scheduling, and external factors.
* **Resource Allocation**: Review and adjust resource allocation, if necessary, based on the project's current status and requirements. This includes human resources, budget, equipment, and any other necessary assets.
* **Timeline and Milestones Review**: Evaluate the project timeline and milestones set during the initial planning phase. Determine if any adjustments are needed to ensure the project stays on track for timely completion.
* **Any Other Business (AOB)**: Provide an opportunity for any additional topics or concerns to be raised by meeting participants that were not covered in the project design. This allows for flexibility and ensures all relevant issues are addressed before concluding the meeting.

1. **Questions**

* Seek for a GO or NO GO from the project managers

1. **Close**

* Thank all the participants for their active participation and valuable contributions.
* Recap key decisions (a confirmation whether the project can execute, etc.) and confirm action points and deadlines.
* Remind everyone of the next steps, including the proposed date of the next meeting or milestone to be achieved.