

# Minutes Conference Meeting 2

Nick De Cooman

December 11, 2009

## 1 Meeting Information

**Date:** Tuesday, December 8, 2009

**Time:** 15H00-17H00

**Place:** D2.06

### 1.1 Attendees

Following members were present:

- Nick De Cooman
- Jonathan Jeurissen
- Sina Khakbaz Heshmati (at 16h30)
- Bart Maes
- Jorne Laton
- Patrick Provinciael
- Wouter Van Rossem

There were no members absent.

### 1.2 Revision History

Rev.	Date	Description
1.0	December 9, 2009	First draft created

## 2 Agenda conference 1

The agenda of the presentation was presented and afterwards approved by everyone.

## 3 Practice presentation

Since the presentation is constructed of 5 parts, every part was practiced by the corresponding speaker(s). Feedback was given by all team members in order to improve certain things.

- Project information:
  - It's important to mention responsibility of everyone
  - Less attention to the gap related to the timesheets between Sina and the others team members
  - Team has to be presented in the beginning of the presentation
- Innovation and requirements:
  - Prototypes are not clear
  - More interaction between speakers
  - New slides will be made in order to improve the structure of the presentation and the interaction between both speakers.
- Tools and configuration:
  - Content is incomplete: part on JBoss and Seam missing
  - Asking questions to each other improves interaction
  - New slides will be made and will focus more on the visual aspect
- Quality assurance guidelines:
  - Slide is too empty and will be remade
  - Be careful in word choice
- Recap
  - High speed in speaking draws attention

## 4 Next

Another meeting will be held to practice the presentation on December 10.  
New slides can be sent to the project manager until 09/12.