Minutes Conference Meeting 1

Nick De Cooman

November 30, 2009

1 Meeting Information

Date: Friday, November 27, 2009
Time: 12H00–13H00
Place: CSB Seminaryroom 2

1.1 Attendees

Following members were present:

- Nick De Cooman

- Jonathan Jeurissen

- Sina Khakbaz Heshmati

- Bart Maes

- Jorne Laton

- Patrick Provinciael

- Wouter Van Rossem

There were no members absent.

1.2 Revision History

Rev.	Date	Description
1.0	November 28, 2009	First draft created

2 Scope

In order to report the current state of the *Software Engineering* projects, a conference is organised on December 15 with all three teams. In a presentation of 30-45 minutes several aspects of the development should be treated, including statistics, innovation and a proof of concept.

3 Presentation schedule

During meeting 9 on November 24, we did some brainstorming in order to be able to start organising the presentation. This led to the following schedule:

- **Introduction**
  Nick - 10 MIN

  1. General introduction including scope of project
  2. Presentation of team and project
  3. Statistics and costs
  4. Deadlines and planning

- **Innovation and requirements**
  Bart & Wouter - 10 MIN

  1. General overview of requirements
  2. Innovative aspects
  3. Look and feel of website by prototypes
  4. Vision on product
  5. Proof of concept

- **Configuration & tools**
  Jorne & Sina - 6 MIN

  1. General overview of tools
  2. Motivation of choices

- **Quality assurance guidelines**
  Patrick - 4 MIN

  1. Mechanisms to assure quality

- **Pitch**
  Jonathan - 3 MIN

  1. Summarize presentation
  2. Convince listeners of innovative aspects
  3. Make an impression

In order to make the presentation more active, duo presentations were suggested. Having this, it's important for both speakers to interact with each other.

4   Next

By Meeting 10 on December 1, every aspect of the presentation has to be elaborated in a more detailed way. Thereafter the slides that will be used during the presentation can be made.