

Protocol 1 - April 27, 2020

1 Time and duration of the meeting

16:00-17:00

2 Attended Persons

Johanna, Luca, Niklas, Sebastian, Simon, Yasmin

3 Discussed Topics

- In which form are we going to hold regular online meetings in the future?
- Who is going to create the protocols of these meetings?
- What are the roles of each team member and who is going to be the project manager?
- How do we want to call our team?
- Who is going to schedule a meeting with our advisor?
- Where are we going to gather questions for said meeting?

4 Conclusions

- Future meetings will be held on a Discord channel.
- Everyone can contribute to the protocol, the responsibility for it will be taken by the Documentation Lead
- Roles will be distributed as follows:
 - Project Manager - Niklas Maier
 - Customer Relationship Officer - Johanna Bell
 - Documentation Lead - Luca Bosch
 - Technical Lead - Sebastian Schwarz
 - Repository Lead - Simon Vogelbacher
 - Quality Assurance Manager - Yasmin Hoffmann
- Meeting with advisor booked by the Project Manager for 13:00-13:30 on Tue. 28/04/20.
- Questions for the meeting will be gathered in a Discord channel.
- We have decided on the team name 'Angry Nerds'.

5 New tasks assigned to each person

- Everyone: Gather questions for the meeting with our advisor