Minutes of Staff Meeting



Date: 13/02/2020

Present: Radoslav Karaganchev, Ivan Marinchev, Kristian Lachev, Lukas Rimavičius

Absent: -



# Call to order

Start time: 10:30

End time with mentor at: 10:50

Chairman:



# Terms of co-operation

Project leader: Radoslav Karaganchev

Chairman: Lukas Rimavičius

Minute-Taker: Ivan Marinchev

Developer: Kristian Lachev

We are using an application called Discord to communicate between the team members. To communicate with the mentor and the client we are using e-mails.

In case something happens and the attendance to the meeting is not possible the team members will send a message to the group explaining the cause.

The members of the team that are attending the meeting will communicate the new decisions, news and the subjects discussed during the meeting to the absent team member/s.

In case there are not enough members to sustain the meeting, the date will be rescheduled.

Ideas should not become decisions without discussing with all the team members. Ideas should be discussed in order to improve our teamwork and our overall project.



# Next Meeting

With the mentor

Thursday, 20th of February starting at 10:30



Today’s decisions

| # | Subject / decision |
| --- | --- |
| 1 | Introduction |
| 2 | What data about the employees should be stored |
| 3 | How and when will staff receive a warning about low stock |
| 4 | Who can access the website |

**Note: Find more specific information about the decisions taken in the state of action table.**



**State of Action**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Time spent minutes** | **Action** | **Absent** | **Deadline** | **Progress**  **status** |
| **1** | **10:35**  **-**  **10:37** | **Introduction** |  |  |  |
| **2** | **10:37**  **­-**  **10:40** | **Their position/admin etc, date of employee ship weather they have normal work shifts or work in the weekends** |  |  |  |
| **3** | **10:40**  **-**  **10:42** | **Warning about stock going down, minimum stock after going down ordering should start immediately** |  |  |  |
| **4** | **10:42**  **-**  **10:45** | **The website should have three different accessibility depending on the role of the person trying to connect to it** |  |  |  |
| **5** |  |  |  |  |  |