Minutes of Meeting

Project	**Cycling Advocacy**		Date	12-12-2016
			Start-end time	19:00 - 20:00
Responsible	Dominik Kotarski		**Location /type**	Google Meet

Attended by	Location	Remarks
Saloni Kyal	Polimi, Milan	Developer
Carlo Casiglia	Polimi, Milan	SCRUM Master
Dominik Kotarski	Fer, Croatia	Developer
Sandra Kuzmić	FER, Croatia	Product Owner
Boris Vezmar	FER, Croatia	Developer
Elena Bakuleva	Polimi, Milan	Developer
Izabella Szydelko	FER, Croatia	Developer

1. **Beta presentation.**
   Dominik Suggested a video concept for the beta prototype. A person is riding a bike with the app on. Video combines the app screen and a video of the bike riding taken from third person view. It would show how app behaves when a user encounters vibrations on their ride. News says that everyone should participate in presenting.
   Conclusion: Sunday we will see what we have done and make a video out of it. Web app screen that gets a ride from the user-id. For the presentation, do the skeleton first, everybody else does their own slides. Each team decides internally what is presented.
   What to focus on? Road quality maybe too much? For sunday we could probably focus on finding bumps in the single trip. Polimi will be the presentation host
   Action: Carlo and Dominik will make videos after sunday's meeting. Backend team will try to do single trip analysis for beta prototype. Frontend team will try to get the vibration visualisation feature online for sunday's meeting. Lena will do the presentation skeleton. Frontend and Backend teams will decide internally who will present what and participate in the presentation accordingly

2. **Scrum task assignment discussion**
   We should arrange meetings to assign tasks that have not yet been assigned to a person but are assigned to a team only. Also, move all tasks to the next sprint
   Conclusion: Task sheet should be updated
   Action: Carlo will move all the backend tasks to the new sprint and take some time to clean up the sheet

3. **Feedback mail**
   We received a feedback pdf from our supervisors.
   Conclusion: We will talk about this to the supervisors on monday

Action: Talk about the feedback on the monday meeting

4. Sprint planning?
What should we do about the document revision? Carlo started on this some time ago. We should not forget about this task.
Conclusion: Requirements document revision will be done after beta prototype, and design description revision will be done afterwards.
Action: Carlo will finish the requirements document revision after beta prototype presentation. Design document revision is postponed until the final deadline.

5. Retrospective
Backend: Should we have more internal meetings? Carlo: We should spot exactly what we are going to do and do it. Also when you do something, let others know that you did it.
Conclusion: We should communicate more about what we are doing and if anything is blocking us
Action: Whenever you do something, write about it on slack to the persons concerned.