



Minutes of Meeting

Project	Cycling Advocacy	Date	2-12-2019
		Start-end time	12.30-1.30
Responsible	Dominik Kotarski	Location /type	Skype

Attended by	Location	Remarks
Ivana Bosnić	FER, Croatia	FER Supervisor
Elisabetta Di Nitto	Polimi, Milan	Polimi Supervisor
Saloni Kyal	Polimi, Milan	Developer
Carlo Casiglia	Polimi, Milan	SCRUM Master
Elena Bakuleva	Polimi, Milan	Developer
Federico Ferri	Polimi, Milan	Developer
Sandra Kuzmić	FER, Croatia	Product Owner
Boris Vezmar	FER, Croatia	Developer
Izabella Szydelko	FER, Croatia	Developer
Dominik Kotarski	FER, Croatia	Developer

1. Introduction

In this meeting we discussed our alpha prototype presentation, upcoming beta prototype, general app features, sprint sheet consistency and future supervisor meetings.

2. Presentation Discussion

We show an overview of the presentation to the supervisors for feedback.

- Elisabetta: Focus on the functionality and then show a little architecture. Do not go into too much detail about it.
- Sandra: Sample app and the finished design.
- Elisabetta: Are we going to have a video? - Maybe show a video where you show that gps data changes
- Dominik: Maybe a video with both a video of a person holding phone and screen
- Federico: Path joining algorithm works, maybe we could show that?
- Elisabetta: Talk about what we plan to have for beta, what we plan to have in the final product
- Ivana: Look at the huge news, add more process related stuff. Etc time spent on sprint for each person, a sprint backlog for completed sprints. More details on completed sprints so we can compare
- Elisabetta: We want to see that you are acquiring management skills that help us make plans for the future, identify risks etc
- Show some issues, problems, team related things
- Elisabetta: We want evidence that your project is on track

CONCLUSION:

- Try to have evidence that our app works in the presentation
- Planning is required for beta prototype features

ACTION:

- Integrate suggestions into the presentation
- Plan ahead for the beta prototype

3. General app feature discussion.

- Ivana: explain the difference in the working hours. Note more on who works on what. Ivana is a bit blurry on who is doing what.
- Meeting with Tomislav. Use current location on fixMyStreet - What does it mean?
- The use case of taking pictures and reporting it in the app later - that would be a good feature

CONCLUSION:

- There are suggestions from Ivana on app features and time logging

ACTION:

- Consider the suggestions

4. Sprint discussion

- Elisabetta: What about the sprint 3 sheet and all the tasks that are not updated yet? A: Carlo: we need to update the sheet

CONCLUSION:

- Sheet is not updated

ACTION:

- Update the sheet

5. Future meeting discussion

- Elisabetta: Not available 17.12
- Ivana not available 23.12

CONCLUSION:

- Supervisors are not available on some dates

ACTION:

- Organise ourselves to reduce risks in the weeks in which the supervisor meeting can't be held