

  FER MÄLARDALENS HÖGSKOLA	<h1>Minutes of Meeting</h1>
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Project	POSE	Date	23/09/2010
		Start-end time	18:00 – 19:20
Responsible	Adnan Biser	Location /type	Videoconference (Germany, Croatia, Sweden)

Attended by	Location	Remarks
Marie	Germany	Attend
Andre	Germany	Attend
Adnan	Germany	Attend
Jan	Germany	Attend
Dennis	Germany	Attend
Antonio	Sweden	Attend
Shaibal	Sweden	Attend
Joanne	Sweden	Attend
Jasenko	Croatia	Attend
Ivica	Croatia	Attend
Marko	Croatia	Attend
Stipe	Croatia	Attend

1. Feedback from the last presentation

Last presentation

The team members are satisfied with the presentation, with a remark that it should have included more images.

2. Organizational

Team roles

Teams presented the team roles which are published in the Wiki. Open team roles are at disposal to all team members which should choose one or more roles and make notice in the Wiki.

Project Policies

Coding conventions should be agreed upon at the beginning, in order to simplify the future work and avoid misunderstandings. Documentation will be encoded as file and bound to Eclipse directly. Style-guides and coding conventions for testing should be respected.

Week reports

Project leader should submit the summary of the weekly reports on the regular basis. In order to fulfill this task, the weekly reports of the team leaders should be sent to the project leader until each Monday, 12:00 AM

3. Dates overview

Project Plan Documentation

Project documentation with the deadlines for future tasks has to be delivered until 28.09.2010. The team should make a Gantt Diagram of the project. As an example, the project plan of the PG POSE from the University of Paderborn can be used, with the observation that this project plan is in German language. It has been agreed that the team from Sweden will make the Project Plan.

Requirements Definition Documentation

Requirements Definition Documentation is due at 01.10.2010. It should describe use cases and functional requirements. The team from Paderborn will provide the use cases, including a basic descriptions. The team from Croatia will start working on the requirements and the team from Sweden will join them after having finished the work on the Gantt Diagram. The UPB team also works on the meta-model which will be soon published per e-mail to the project members. The iterative development model is preferred, but we should focus on the deadlines for the delivery of the documentation.

Weekly meetings

The time for the weekly online meeting of the project members is: Thursday 18-20 h. One of the team leaders should prepare the agenda for the future meetings, and publish it accordingly in the Wiki. It has been agreed that Marko (marko.vitas@fer.hr Skype: vitulije14) will prepare and lead the next meeting.

4. Miscellaneous

- Preferred file format to be used is: .odt (Open Office)
- Send the presentations in advance to the project members, so they could comment on it and be better prepared for the official teleconference meeting.
- Team leaders will communicate among themselves on the weekly basis at the mutually agreed time.