



MÄLARDALENS HÖGSKOLA



Minutes of Meeting

Project	Visual Portfolio Analysis tool for Kommuinvest	Date	13.10.2015
Version	1.1	Start-end time	18:00 – 20:00
Responsible	Eldar Alasgarov	Location /type	Milan-Vasteras / Distributed

Attended by	Location	Remarks
Valentina Menabue	Milan (IT)	Politecnico di Milano, public classroom, together with Luca, Eldar and Rodrigo / laptop
Stefano Cilloni	Milan (IT)	On the way home, from car / smartphone
Luca Franceschetti	Milan (IT)	Politecnico di Milano, public classroom, together with Valentina, Eldar and Rodrigo / laptop
Eldar Alasgarov	Milan (IT)	Politecnico di Milano, public classroom, together with Luca, Valentina and Rodrigo / laptop
Rodrigo Coelho	Milan (IT)	Politecnico di Milano, public classroom, together with Luca, Eldar and Valentina / laptop
Hamza Sabljakovic	Vasteras (SE)	Dormitory, from his room / laptop
Aliya Hussain	Vasteras (SE)	Dormitory, from his room / laptop
Tim Liberg	Vasteras (SE)	Dormitory, from his room / laptop
Omar Jaradat	Vasteras (SE)	House, from his room / laptop

1. **Topic A**

Future weekly meeting schedules. As being our first distributed meeting, not every member's schedule was considered.

CONCLUSION: the need to rearrange the meeting time.

ACTION: After discussion over Telegram with the team and emails with supervisors we ended up picking Friday 15:30 slot. Luca officialised it with supervisors.

2. **Topic B**

Problems with the fact that the customer is out of office till 15th of October, which is close to our Project Vision presentation date.

CONCLUSION: base our presentation on given project description. However, be ready to adjust it if the client replies prior to the presentation. The presentation should be easily adjustable.

ACTION: Basic Content of the presentation was created and slides were divided among team members to make everyone involved:

1-6: Luca

7-8: Valentina

9: Rodrigo

10-11: Stefano

12: Luca

13-17: Hamza, Aliya, Tim

3. **Topic C**

Scrum roles and process were discussion

CONCLUSION: Scrum Coaches by default are the project supervisors from both sides, Product Owner is the customer proposing the project. Scrum Team is the team members. Scrum Master, however, was decided to be rotated every week / Sprint, depends on later on division of the Sprints.

ACTION: Scrum Team was assigned the Presentation to make, when Scrum Master was asked to prepare the draft for the Minutes-of-Meeting and Scrum Weekly Report (SWR), to be checked later on by the team members.