



MÄLARDALENS HÖGSKOLA



Minutes of Meeting

Project	(project name)	Date	2017-10-20
	Visual Portfolio Analysis tool for Kommuinvest	Start-end time	15:00 – 17:00
Responsible	Stefano Cilloni	Location /type	Milan-Vasteras / Distributed

Attended by	Location	Remarks
Valentina Menabue	Milan (IT)	Home, from her room / laptop
Stefano Cilloni	Milan (IT)	Home, from his room / laptop
Luca Franceschetti	Milan (IT)	Home, from his room / laptop
Eldar Alasgarov	Milan (IT)	Home, from his room / laptop
Rodrigo Coelho	Milan (IT)	Home, from his room / laptop
Hamza Sabljakovic	Vasteras (SW)	Home, from his room / laptop
Aliya Hussain	Vasteras (SW)	Home, from her room / laptop
Tim Liberg	Vasteras (SW)	Home, from his room / laptop
Mattias Bokenblom	Vasteras (SW)	House, from his room / laptop

1. Topic A

Receive sample data documents. Documents that contained sample data to let us understand what the visual portfolio tool will have to graphically represent.

CONCLUSION: Files received. Available to all team members and being able, in real time, to work with the customer on them.

ACTION: Set up a Good Drive shared folder with the customer to ease file sharing.

2. Topic B

Discussed about information meaning and relations among columns of in data file and their priorities.

CONCLUSION: Initial understanding of the data meanings.

ACTION: Basic information understanding based on interactive conversation made of questions and answers between the team and the customer.

3. Topic C

Product Owner Scrum role assigned.

CONCLUSION: Luca Franceschetti has been assigned to the Product Owner Scrum role.

ACTION: Discuss among the team members of who was the most applicable person to impersonate this role. Final decision taken accordingly with all the team opinions.

4. **Topic D**

Researches and investigations on which technologies and systems' architectures would be suitable for project development.

CONCLUSION: Some proposals from team members among which to choose.

ACTION: By previous experiences of team members and further researches among available technologies we discussed about their advantages and disadvantages with respect to the project implementation.