



MÄLARDALENS HÖGSKOLA



Minutes of Meeting

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|--------------------|--|-----------------------|------------------------------|
| Project | Visual Portfolio Analysis tool for Kommuinvest | Date | 2017-10-20 |
| Version | 1.1 | 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 (SE) | Home, from his room / laptop |
| Aliya Hussain | Vasteras (SE) | Home, from her room / laptop |
| Tim Liberg | Vasteras (SE) | Home, from his room / laptop |
| Mattias Bokenblom | Vasteras (SE) | 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.