



Minutes of Meeting

Project	Visual Portfolio Analysis tool for Kommuinvest	Date	2017-10-24
Version	1.0	Start-end time	13:30 – 17:00
Responsible	Aliya Hussain	Location /type	Milan-Vasteras / Distributed

Attended by	Location	Remarks
Valentina Menabue	Milan (IT)	Politecnico di Milano, public classroom, together with Luca, Eldar, Rodrigo and Stefano / laptop
Stefano Cilloni	Milan (IT)	Politecnico di Milano, public classroom, together with Luca, Eldar, Rodrigo and Valentina / laptop
Luca Franceschetti	Milan (IT)	Politecnico di Milano, public classroom, together with Valentina, Eldar, Rodrigo and Stefano / laptop
Eldar Alasgarov	Milan (IT)	Politecnico di Milano, public classroom, together with Luca, Valentina, Rodrigo and Stefano / laptop
Rodrigo Coelho	Milan (IT)	Politecnico di Milano, public classroom, together with Luca, Eldar, Valentina and Stefano / 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

Discussed about functional requirements with the client.

CONCLUSION: Following is the list of functional requirements.

High Priority

1. Login
2. Choose entity
3. Filter data
4. Define user roles with respective interfaces, functionalities and information access
5. Visualize portfolio (own or others portfolio depending on access level)
6. Comparisons between own portfolio and average of peer groups
7. Comparisons between any portfolios and/or peer groups
8. Create different type of chart
9. Create different type of tables
10. Download displayed data (in form of picture or tables)

Low Priority

1. Registration module
2. Additional filters for charts
3. Additional charts: provide a list and allow customer to chose.
4. Add more data to the prototype, e.g. upload Excel or CSV file, or add manually

ACTION: Questions and answers between team and customer to get information about the low priority and high priority functional requirements.

2. Topic B

Discussed about architecture of the system.

CONCLUSION: Three tier architecture was finalized.

ACTION: The architecture of the system was discussed between members of team. Different ideas were proposed and discussed.

3. **Topic C:** Finalized frameworks and technologies which will be used to develop the system.

CONCLUSION: Following technologies were finalized .

System Modules	Technologies
Front-End	HTML/CSS/JS, Bootstrap , Vue.js, jQuery, Highcharts (JS library).
Back-End	Node.js, Heroku (PaaS)
DB	PostgreSQL

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.

4. **Topic D**

Assigning roles to team members according to project modules. Team members marked **bold** will lead the modules and the rest will assist in case of need.

CONCLUSION:

Project Modules	Members
Documentation	Luca, Valentina , Rodrigo
Front-end development	Aliya, Eldar , Luca, Valentina
Back-end development	Hamza, Tim , Stefano
Database development	Stefano, Rodrigo , Eldar
Testing	Luca, Rodrigo

ACTION: Team members discussed about their priority regarding working on the different modules of project.

5. **Topic E**

Scrum Master role assigned.

CONCLUSION: Aliya Hussain is the scrum master for this week .

ACTION: The role of scrum master is rotating every week among team members.