



Minutes of Meeting

Project	Visual Portfolio Analysis tool for Kommuinvest	Date	2017-11-03
Version	1.0	Start-end time	15:30 – 17:30
Responsible	Rodrigo Coelho	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)	Building 25.D.2.6 Polimi / laptop
Raffaella Mirandola	Milan (IT)	From her office / 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

1. Topic A

General updates on what each team member was working on.

CONCLUSION:

Member	Work
Valentina Menabue	<ul style="list-style-type: none">- Revision of Project Plan Document- Complete Requirement Document- Initial draft of Status Report presentation- Revision of Design Document- Prepare presentation (with Eldar, Hamza and Luca)- Set up local docker environment
Stefano Cilloni	<ul style="list-style-type: none">- Create initial base DB schema template from which to start from, as by agreement- Project plan revision- Sprint 2 contribution- Helped Eldar to set up local docker environment
Luca Franceschetti	<ul style="list-style-type: none">- Sprint 1 retrospective- Sprint 2 revision- Project plan revision- Requirement document- Design document- Trello management (with Hamza)- Gantt chart (plus revision it, adding details)- Prepare presentation (with Eldar, Hamza and Luca)- Revision of MoM (2017-11-04) and SWR (2017-11-07)
Eldar Alasgarov	<ul style="list-style-type: none">- Upload of the first web app template on github (Aliya)- Prepare for presentation (with Hamza, Valentina and Luca)- Revision of MoM, SWR and Project Plan Documents
Rodrigo Coelho	<ul style="list-style-type: none">- Revised Project Plan Document.- Contributed to the Requirements Document and Functional design specification.- Developed Database Schema.- Imported data into Microsoft Access to use as a prototyping tool for the database.- Did some testing with some preliminary queries in MS Access
Hamza Sabljakovic	<ul style="list-style-type: none">- Prepare the presentation- JWT middleware implementation- Deployment to the production

Aliya Hussain	<ul style="list-style-type: none"> - Helped Eldar with setting up web template - Draw initial website wireframes for the presentation - Revised the presentation with Luca, Eldar, Hamza and Valentina
Tim Liberg	<ul style="list-style-type: none"> - Setup local docker environment - Swagger.io integration for API

ACTION: Each member of the team told about the work he has done during the week. After the call with the supervisors we joined another call amongst ourselves to discuss steps for the week ahead.

2. Topic B

Discussion about what Gantt chart of the project must specify.

CONCLUSION: Supervisors gave suggestions and pointed out some improvements could be added. Gantt chart must specify at least every topic included in every sprint, and must contain duration of each task in order to analyse better development a posteriori.

ACTION: Luca added to the second version of Project Plan the correct version of Gantt with specification about Sprint and tasks done. Eldar revise it. The document has to be uploaded yet, it will be uploaded after supervisors check.

3. Topic C

Discussion about documentation delivery and future update.

CONCLUSION: Supervisors gave suggestions and pointed out some improvements could be added. Moreover, supervisors pointed out that the first version of the document must be completed. In case of mistake, or in case the team wants add something else, the next document uploaded must be versioned with respect to the previous.

ACTION: No further action needed.