



Minutes of Meeting

Project	Visual Portfolio Analysis tool for Kommuninvest	Date	2017-11-10
Version	1.0	Start-end time	16:00 – 17:00
Responsible	Tim Liberg	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	Västerås (SE)	Home, from his room / laptop
Aliya Hussain	Västerås (SE)	Home, from her room / laptop
Tim Liberg	Västerås (SE)	Home, from his room / laptop
Omar Jaradat	Västerås (SE)	From office / laptop

1. Topic A

Summary of the customer meeting held 2017-11-07. Supervisors were updated with the topics of the customer meeting and the requirement and design changes that followed.

CONCLUSION:

Supervisors accepted the changes made.

ACTIONS:

No further actions required.

2. Topic B

General updates on what each team member was working on.

CONCLUSION:

Member	Work
Valentina Menabue	<ul style="list-style-type: none">- Requirement document- Design document- Status report presentation
Stefano Cilloni	<ul style="list-style-type: none">- Sprint 3 contribution- Requirement document review- Design document review
Luca Franceschetti	<ul style="list-style-type: none">- Sprint 2 retrospective- Sprint 3 revision- Updating Gantt chart with highly detailed sprints- Requirement document- Design document- Trello management (with Tim)- Gantt chart sprint 3- Status report presentation
Eldar Alasgarov	<ul style="list-style-type: none">- Requirements and Design Documents Review- Set up the initial template, prepare initial design examples and show to the client, ask for the feedback
Rodrigo Coelho	<ul style="list-style-type: none">- Database Schema development- Normalization Analysis- Clarification of database normalization and functionality with the customer- Imported data into MS Access for prototyping - Initial query tests- Contribution to the Functional Requirements Specification- Project Plan revision

Hamza Sabljakovic	<ul style="list-style-type: none">- Contribution to the requirements document- CORS issues solved
Aliya Hussain	<ul style="list-style-type: none">- Set up the initial template , prepare initial design examples with Eldar
Tim Liberg	<ul style="list-style-type: none">- MoM for last meeting- Requirements document review- Sprint backlog- Trello management- User management API- Sequelize tutorials

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.

3. Topic C

Explanation on our choice to use docker. Stefano explained to the supervisors why we use docker and what benefits it has for both the team and the customer.

CONCLUSION: We will continue to use docker as planned.

ACTION: No further actions required.

4. Topic D

Discussion about requirements and design documents, mostly focused on what images to use.

CONCLUSION: Supervisors suggested that we don't make the documents too technical. They should be simple enough to be readable and interesting to other groups, but detailed enough to be helpful for the team.

ACTION: The supervisors will read the documents after they have been uploaded to the DSD website and provide feedback.

5. Topic E

Discussion about the slides for the upcoming status report presentation.

CONCLUSION: Slides are not yet completed.

ACTION: Continue working on the slides and send to supervisors on the morning of 2017-11-13 or earlier

6. Topic E

Discussion about next steps in development.

CONCLUSION: We need to focus on connecting all the three parts (frontend, backend and the database) into a first simple prototype. We will start with the login feature.

ACTION: Prioritize finalizing the database schema for user management and authentication. Lower priority on docker images for production. Use current deployment method for first prototype.