Minutes of Meeting

Project	Visual Portfolio Analysis tool for Kommuninvest	Date	2017-12-01
Version	1.0	Start-end time	16:00 – 17:00
Responsible	Valentina Menabue	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
Raffaela 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**
   Talk about acceptan test.

   CONCLUSION:
   Sweden part of the team (Aliya, Tim, Hamza) will meet customer the December 6th from 9.30 to 12.30. The italian part of the team will join them in a videoconference.

   ACTIONS:
   No further actions required.

2. **Topic A**
   General updates on what each team member was working on.

   CONCLUSION:

Member	Work
Valentina Menabue	- Fix some problems on local environment - Prepared slides for presentation - Skype meeting to check the presentation and refine the last details - Creation of Minutes of Meetings document - Creation of Summery Week Report
Stefano Cilloni	- Organizations migration script working. - Created relation between User and Organization entities. - Extended *xlsx-data-ingestor* module that handle the customer xlsx file's data import. - Managed import from customer's Excel file of MunicipalityTypes and Organizations.
Luca Franceschetti	- Prepared the slide for the presentation - Prepared the presentation speech - Skype meeting in order to check the presentation and refine the last details - Presentation of alpha prototype on dsd class - Sprint backlog spreadsheet for beta sprint - Trello management
Eldar Alasgarov	- Prepared demo for the presentation - Finished the login / logout changes - Brought data from the backend to display graphs - Brought data from the backend to display municipalities - Dependent multiselect dropdowns
Rodrigo Coelho	- Finished installing and debugging docker issues.

	- Development of the User Acceptance Test Document - First system tests
Hamza Sabljakovic	- Definition and implementation of API endpoints needed for Alpha prototype such as organisation and querying. For now data provided by APIs is fake and will be replaced with the actual data once database is ready. - JWT middleware integration with db to check if user is still active and what role he/she has.
Aliya Hussain	- Download chart data in xlsx file format - Worked on Companies UI - Fixed User Management UI
Tim Liberg	- Connected user management API to database - Helped Stefano translate data from Swedish and decide the schema for the organization database table - Updated swagger definitions to reflect current API functionality

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.

Topic C
Talk about variables working hours.

CONCLUSION:
Since we decided to divide the work in tasks and assign to every task 2/3 people, the hours of work are different for each team member and differs also for the period.

ACTION:
No further actions required.