



Minutes of Meeting

Project	Cycling Advocacy	Date	21-10-2019
		Start-end time	12.00-1.00
Responsible	Saloni Kyal	Location /type	Skype

Attended by	Location	Remarks
Ivana Bosnić	FER, Croatia	FER Supervisor
Elisabetta Di Nitto	Polimi, Milan	Polimi Supervisor
Saloni Kyal	Polimi, Milan	Developer
Carlo Casiglia	Polimi, Milan	SCRUM Master
Elena Bakuleva	Polimi, Milan	Developer
Federico Ferri	Polimi, Milan	Developer
Sandra Kuzmić	FER, Croatia	Product Owner
Boris Vezmar	FER, Croatia	Developer
Izabella Szydelko	FER, Croatia	Developer
Dominik Kotarski	FER, Croatia	Developer

1. Introduction and discussion about the task achieved so far:-

The team has interacted well so far but there is a lack of organization as several important discussions have still not been taken. The team divided them in two parts, 3 members. Elena, Carlo and Izabella working for the presentation, and other members are working on documentation and research work.

2. Presentation Discussion

We show an overview of the presentation to the supervisors for feedback. Several problems are spotted in the presentation. Comments are added in the presentation for the team working on presentation to improvise following the comments. The problems we came across were:-

- Incomplete
- Unspecific
- Lack of clarity

CONCLUSION:

- Do not include team leader roles as it is for the internal organization of the team
- Merge few slides, like collaboration and communication tools.

ACTION:

- Elena need to make required changes in the presentation (merging slides and others mentioned as comments).
- Carlo must do the scrum part of the presentation, including sprint length etc, after discussion with other team members.
- Izabella needs to complete her part of the presentation.
- The three of them must schedule for a presentation rehearsal with/ without other team members.
- Presentation rehearsal scheduled at 8.30 via google meet

3. Documentation Discussion

The document was very incomplete, and there are many points not covered yet to be covered in the documentation. The document has to be organised properly.

CONCLUSION:

- Not to mention deliverables/deadlines, instead focus on how to achieve the target by that deadline.
- Focus more on user stories and scenarios.

ACTION:

- Carlo organizes the document.
- Other members completes their part of the presentation.

4. General Discussion

- Decide a fixed day-time for meeting.
- Prepare a shared calendar: Carlo
- Meeting at 7.00pm
- sheets and trello