



# Minutes of Meeting

<b>Project</b>	<b>Cycling Advocacy</b>	<b>Date</b>	24. 10. 2019.
		<b>Start-end time</b>	7:00pm - 8:20pm
<b>Responsible</b>	Boris Vezmar	<b>Location /type</b>	Google Meet call

Attended by	Location	Remarks
Carlo Casiglia	Milano, Italy	
Federico Ferri	Milano, Italy	
Izabella Szydelko	Zagreb, Croatia	
Dominik Kotarski	Zagreb, Croatia	
Boris Vezmar	Zagreb, Croatia	

## 1. Sprint Retrospective

- The team is getting along well
- Planned tasks were completed within deadlines
- Some concrete organisational decisions such as concrete development roles, branching policy, etc. could have already been made but were not

**CONCLUSION:** A greater planning and organizational effort should be made in the future so that a concrete, detailed plan is established as soon as possible.

## 2. Project Plan document revision

- The Project Plan document was revised
- Document comments were taken into consideration
- Corrections and changes were made, such as grammar fixes, additions and restructuring

**CONCLUSION:** The Project Plan document is almost finished, with minor changes left to be made before the deadline.

**ACTION:** All members that need to make remaining changes to their respective document segments need to make them as soon as possible, before the deadline

## 3. Sprint 0 Tasks List revision

- Sprint 0 Tasks List was revised and updated
- The completion of Sprint 0 tasks was generally successful, with some moved to Sprint 1

**CONCLUSION:** Sprint 0 Tasks are mostly completed, with a few either waiting to be completed or moved to Sprint 1.

**ACTION:** Remaining tasks that are not moved to Sprint 1 need to be completed as soon as possible.

## 4. Planning of Sprint 1

- Sprint 1 duration will be 1 week (26. 10. 2019. - 1. 11. 2019.)
- Sprint 1 will mostly revolve around designing and planning of the system architecture, technology stacks, etc., with potential work on the related documentation and presentation
- Initial Sprint 1 tasks were defined and distributed to project team members

**CONCLUSION:** Initial planning of Sprint 1 was made, with tasks being defined and distributed to members.

**ACTION:** All project team members should look over the Sprint 1 Tasks List and consider the tasks that were given to them.

## 5. Git discussion

- Git services were considered and discussed
- It was decided that GitHub will be used for the purposes of the project

**CONCLUSION:** GitHub was decided as the Git service to be used for the purposes of the project.

**ACTION:** Sandra Kuzmić should set up a GitHub repository to be used for the purposes of the project.

**ACTION:** All team members should familiarize themselves with GitHub.

## 6. Branching strategies discussion

- Branching strategies were considered and discussed
- The following branching strategy was decided on:
  - *master* branch (which serves as a *release* branch)
  - *dev* branch used for development
  - *feature* branches, branched out from the *dev* branch, used for feature development
  - Mandatory pull request when merging from *dev* to *master* (2 approvals)
  - Mandatory pull request when merging from *feature* to *dev* (1 approval)

**CONCLUSION:** A branching strategy to be used for the purposes of the project was decided on.

**ACTION:** All team members should familiarize themselves with the chosen branching strategy.