



Minutes of Meeting

Project	E-Health Service	Date	27.10.2012.
		Start-end time	15:30 - 17:00
Responsible	Vedran Šikić	Location /type	Location: Zagreb, Milano Type: skype

Attended by	Location	Remarks
Gregorio	his house	
Marko	his house	
Petar	his house	
Stefania	her house	
Tomislav	his house	
Vedran	his house	

1. Responsibilities in team

We discussed who should have what responsibility in team, and what should we write in plan document.

CONCLUSION: We decided Stefania will be project and team leader, and requirements manager. Marko will be team leader and database manager. Gregorio will be documentation manager and web manager. Bojan will be system architect, Tomislav will be SVN and server manager, Petar will be test manager and Vedran will be mobile manager.

ACTION: Gregorio will update member responsibilities in project plan document.

2. Used development methodology.

We discussed what methodology should we use.

CONCLUSION: We decided that we should use RUP methodology.

ACTION: Marko should update chapter connected to methodology in project plan document.

3. Documentation sharing

We discussed what should we use for documentation sharing: Google Drive or SVN

CONCLUSION: We decided to use Google Drive for documentation sharing.

4. Project policies

We discussed how we should define policies used in this project, what policies to discuss.

CONCLUSION: We should write an initial document with policies concerning document naming conventions, coding practices, SVN usage for now.

ACTION: Vedran should write and initial document by Friday, 2.11.2012.

5. Presentation

We discussed who will make and do next presentation.

CONCLUSION: Marko and Tomislav will make the presentation. Marko will present it. They will write a comment on DSD website regarding presentation home (FER).

6. Requirements document

We discussed who will do what for requirements document.

CONCLUSION: We decided we will split document chapters into jobs. Petar and Vedran will write first two chapters. They will also define all use cases and publish them as a temporary document. Marko, Petar, Tomislav and Vedran will all take those defined cases and finish writing them. The file will be merged at the end. Bojan will finish writing the document.

ACTION: First version of the requirements document will be done by Tuesday, 30.10.2012.