



# Minutes of Meeting

<b>Project</b>	<b>Cycling Adocacy</b>	<b>Date</b>	7.11.2019
		<b>Start-end time</b>	19.00 - 20.30
<b>Responsible</b>	Izabella Szydełko, Dominik Kotarski	<b>Location /type</b>	Google meet call

Attended by	Location	Remarks
Sandra Kuzmić	Zagreb, Croatia	Product Owner
Izabella Szydełko	Zagreb, Croatia	
Boris Vezmar	Zagreb, Croatia	
Dominik Kotarski	Zagreb, Croatia	
Saloni Kyal	Milan, Italy	
Carlo Casiglia	Milan, Italy	Scrum Master
Federico Ferri	Milan, Italy	

## 1. Meeting with customer

Updating the team about today's meeting with Tomislav. Sandra showed her notes and described them. Team discussed registration problem. User does not have to log in, but he will have assigned generated id: the issue is anybody can access his data. Road condition has to be shown not only on website, but also on Android app.

**CONCLUSION:** Data is not confidential, so registration is not needed. Meeting with customer was very useful.

**ACTION:** All team members need to review notes from meeting with customer.

## 2. Project Plan update

As team got comments from supervisors considering Project Plan, few updates needs to be done. No major changes, mostly explanation of some unclear parts.

**CONCLUSION:** Project Plan is good, but need some improvements.

**ACTION:** Dominik will update Project Plan till Monday meeting with supervisors.

**ACTION:** All team members will review it.

## 3. Requirements definition document review

General discussion about Requirements definition document. Use case diagram is missing. Carlos suggested that to focus more on data collection (to clarify what is app purpose), the data gathering requirement should be the first requirement. Some more changes in order of requirements, registration and login moved to optional ones, logging to the system is no precondition to other parts anymore. Team decided on using the same map for road conditions and FixMyStreet issues. Non-functional requirements were reviewed, because there was one implicit one (battery saving), so team decided to remove it. There were some confusions around what is the difference between requirements and use cases. User stories need to be done in less formal way.

**CONCLUSION:** Requirements definition document still needs a lot of work.

**ACTION:** Boris and Carlos will change the requirements accordingly to comments, Dominik will change the user stories, Elena will do the use case diagram

#### 4. Tasks assignment (weekly refining)

Discussion about Design Document was postponed after completing Requirements definition document. Team decided that process of implementation needs to start soon. Tasks were assigned to subteams. Every subteam has to talk more among themselves, and then we will conduct collective meeting. Time slot on Tuesday in absence of official lecture was proposed.

**ACTION:** Start to work in internal teams.