



Minutes of Meeting

Project	RiderTrack	Date	14 th Oct 2017
		Start-end time	10:00 – 11:00
Responsible	Mariano Etchart	Location/type	Video Conference Milan – Zagreb

Attended by	Location	Remarks
Mariano Etchart	Milano	Remote
Alessandro Caprarelli	Milano	Remote
Giulia Leonardi	Milano	Remote
Ante Breščić	Zagreb	In person
Josip Mališa	Zagreb	In person
Zoran Besak	Zagreb	In person

1. Upcoming Presentation

Discussion on the upcoming Project Vision presentation due on the 15th of October.

CONCLUSION: The presentation format was agreed upon by discussing each slide heading. Work was distributed entirely in half by the Milano members present and the Zagreb members. Each member agreed to work on a specific number of slides.

ACTION: Finish slide draft by Sunday evening.

ACTION: Email slides to supervisor by Monday morning for feedback.

2. Weekly Meetings

The schedule for weekly meetings was discussed. Working around the varied timetable of the team members, a compromise was attempted to reach.

CONCLUSION: Supervisor meetings were agreed to be at 12:00 on Fridays, whilst team meetings were decided from 10:00-12:00 on Fridays.

ACTION: Create event on Google calendar inviting all members.