



Minutes of Meeting

Project	RiderTrack	Date	27 th Oct 2017
		Start-end time	10:00-12:30
Responsible	Mariano Etchart	Location/type	Video Conference Milan – Zagreb

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

1. Accessibility

After a summary of the meeting with Michal was reported to the rest of the team, the topic of “Accessibility” was mentioned. Michal emphasised the importance of having an accessible app. He used Talky as an example. When Alessandro suggested Talky for the meeting, the reason Michal was willing to use it because of its small “entry barrier” since there was no need to register or download any additional software, just access a link. Michal used this as an example of how we should make our application.

CONCLUSION: Consider “entry barrier” and accessibility of the application when making design choices and requirements.

ACTION: Draft requirements and design choices

2. Meeting with Supervisors

At the meeting with the entire team and the Professors, our organization was discussed. It was mentioned that it was very difficult to keep up and track our progress and monitor our effort. A centralised tool should be used to monitor and track effort. Some documents are on the google drive, others are linked in Asana, others are uploaded on slack. This is a problem.

CONCLUSION: Asana should be used to document all work and progress. Comments shall be used to demonstrate progress and updates. Documents should be uploaded to Google drive and links provided in the comments.

ACTION: Follow the WorkFlow Principles:

<https://drive.google.com/open?id=15NxPOTMOT307fxg1Qg7CZXZhUqSCrZFYNGkvHX-Gfto>