

  MÄLARDALENS HÖGSKOLA	 POLITECNICO MILANO	<h1>Minutes of Meeting</h1>
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Project	Social media in the Automation Industry	Date	21/10/2013
		Start-end time	09:00 - 10:00
Responsible	Robert Gustavsson	Location /type	Zagreb/Västerås

Attended by	Location	Remarks
Mario Milas	Skype	only IM
Tomislav Vresk	Skype	only IM
Marta Milaković	Skype	
Robert Gustavsson	Skype	
Dimitrios Kostopoulos	Skype	
Ditmar Parmeza	Skype	
Akhlaq Malik	Skype	
Pierfrancesco Ranieri	Skype	

1. Skype contact, google groups, google drive folder

- Skype is working fine
- Google group, change the settings so you retrieve a mail
- Google Drive, keep the current structure, upload the weekly meeting before monday 06:00

2. Group meeting

- a. Agree about the time when everyone is able to attend group meeting
 - i. Monday 09 PM solid, decide the next meeting on that meeting
- b. How often should we have group meeting

- i. Twice a week, Each side decides their meeting
- c. Conclude in roles
 - i. Everybody will get their top prio, PM will give secondary

Robert	Dimitris	Ditmar	Akhlaq	Mario	Marta	Tomislav	Pierre
Project manager	Req.	Testing mng	SCM	Doc. Mng	Team Leader	UI manager	DBA

3. Meeting with the customer (ABB)

- a. Questions that we are going to ask
 1. The vision
 2. The main idea
 3. The expected outcome
 4. Technology
 5. Wanted Actors
 6. What is the context
 7. What are process objects
 - a. How do they send data
 8. Other questions
 - a. Is the data which a user can observe directly related to their position in the company (company hierarchy)? I.E. does a senior engineer see only the relevant data of sensors and other engineers in his division?
 9. Their Use-cases on the slides
 10. Profile pages
 - a. static or dynamic
 11. Can everybody chose their own feed?
 12. Develop usage scenarios?

4. Decide the presentation participants

MDH presents and FER presents, Marta asks ivana
MM = Marta, MMilas = Marios

5. The upcoming week activities

- a. Discuss during next meeting

6. Comments

New meeting today at 9 PM.