

  <b>MÄLARDALENS HÖGSKOLA</b>	 <b>POLITECNICO MILANO</b>	<h1>Minutes of Meeting</h1>
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<b>Project</b>	<b>Social media in the Automation Industry</b>	<b>Date</b>	21/10/2013
		<b>Start-end time</b>	21:00 - 22:00
<b>Responsible</b>	Mario Milas / Marta Milaković	<b>Location /type</b>	Zagreb/Västerås

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

## 1. Meeting with the customer update

Team members were informed about the current day meeting, held at 16:00. A next meeting was scheduled for the next week, but precise time was not specified.

## CONCLUSION:

Report from the customer meeting states the basic requirements the customer wanted, which are, but not limited to:

- Three actors: controller working in the room, actor working in the field, sensor data gathered from external devices
- The customer stated that high importance should be put on making a good representation of data
- Sensor data should be gathered from external devices such as mobile phones, regardless of platform
- The type of application was not specified; the team is free to choose whatever the type of application they see would fit the requirements (desktop/web)

## 2. Tasks for the week 43

Team members were asked to agree upon future agenda related to the composition of the vision and plan document.

## CONCLUSION:

General points of the plan were agreed upon. Tasks of writing the plan and vision documents were divided between team members. Documents will be composed using Google Drive service. This way the documentation writing will be evenly distributed and subject to peer review. Requirement planning has been set for the end of the work week, in accordance with the upcoming meeting with the customer.

REQ DOC	PLAN DOC
Dimitrios Symeon Kostopoulos (DK)	Robert Gustavsson (RG)
Pier Francesco (Italy)	Marta Milaković (MM)
Tomislav Vresk (TV)	Ditmar Parmeza (DP)
Akhlaq Malik (AM)	Mario Milas (MMilas)

## 3. Presentation planning

Team members were asked to state their suggestions about the upcoming presentation of the vision and plan documents.

## CONCLUSION:

Team members in charge for the requirements agreed to prepare and present the presentation on requirements and planning. Marta Milaković and Mario Milas will be presenting the presentation.