



## Minutes of Meeting

<b>Project</b>	<b>Call Calendar</b>	<b>Date</b>	21/10/2014
		<b>Start-end time</b>	17:30 – 18:30
<b>Responsible</b>	Biljana Stanić	<b>Location /type</b>	Type: Skype meeting Västerås-Zagreb

Attended by	Location	Remarks
Biljana Stanić	Skype/Västerås	
Abdur Razzaque	Skype/Västerås	
Hrvoje Pavlović	Skype/Zagreb	
Marko Vuglec	Skype/Zagreb	
Marko Veličković	Skype/Västerås	
Damian Marušić	Skype/Västerås	

### 1. Ways of communication

On the first official meeting, group members exchanged their Skype contacts, created a group for the further discussion about the project and suggested some other ways of communication.

#### CONCLUSION:

Skype and Google Hangouts will be used for the group's meetings. Important files will be shared/sent through Google Drive, emails, Skype, etc.

Group meetings will be held three times per week in order to better track the progress of the project and a team. This way, the team will try to reduce potential problems that could occur during project development. All group members are obligated to be present on the meeting.

#### ACTION:

Members that do not have Google account are supposed to create it.

### 2. Presentation (on Tuesday, 28<sup>th</sup> November)

It was briefly discussed about the first presentation of the project

#### CONCLUSION:

Detailed explanations will be presented on the next group meeting.

#### ACTION:

To go through the presentation of the project (the one that contains basic information about the project) and to find elements that are important for the presentation.

### 3. New meeting

The next meeting will be held on Wednesday, 22<sup>nd</sup> November.

#### CONCLUSION:

Members will decide upon the methodology that will be used, give suggestions for the presentation and select questions for customers.

**ACTION:**

All members have to be present.