



Minutes of Meeting

Project	Call Calendar	Date	22/10/2014
		Start-end time	19:00 – 20:11
Responsible	Biljana Stanić	Location /type	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

Marko Vuglec suggested collaboration tool as another way for sharing ideas about the project.

CONCLUSION:

Trello will be used as the collaboration tool. It will help the team to organize the project into boards.

ACTION:

Members are supposed to create an account as soon as they get an invitation from Marko.

2. Development process

The team discussed about the process that will be used during project development. It is agreed to take as the main criteria flexibility of the organization within the process.

CONCLUSION:

SCRUM will be used as the development process. It is decided that Biljana Stanic will be the SCRUM Master. Other team members, including Biljana, will have the role of the developer. It will be possible to change the SCRUM Master if team members want that.

3. Presentation

Postponed work on the presentation.

CONCLUSION:

Members will start to work on the presentation as soon as they get more information about the project and requirements from the customer.

Three team members will present – two from the MDH and one from the FER side.

ACTION:

To send an email to customers that will provide documentation for the project.

4. Questions for customers

The team created a set of questions for the customers.

CONCLUSION:

Questions:

- will be used standard or custom CMS;
- are specific data (that are relevant for this project) already in database;
- will be possible to use the database dump;
- how researchers will be connected with their interests?

ACTION:

To send an email to customers in order to start with the presentation and project work.

5. New meeting

The next meeting with the local supervisor, Federico Ciccozzi, will be held on Friday, 24th November.

CONCLUSION:

It will be presented the current state of the project.

ACTION:

All members have to be present.