



Minutes of Meeting

Project	Call Calendar	Date	30/10/2014
		Start-end time	10:00 – 11:00
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	
Damian Marušić	Skype/Västerås	

1. Project Plan Document

The team shared ideas about the Project Plan Document that has to be written.

CONCLUSION:

The template that was found on the course page will be adjusted for the Call Calendar project. On the next meeting, each team member should contribute and fill in some section in the document. It is agreed that the work on the document will be split in order to have every team member included in the process of writing.

ACTION:

Members have to decide, until the next meeting, who will be in charge for specific section of the document.

2. New meetings

1. The next team meeting will be held on the same day in the evening, at 7pm.

2. The meeting with supervisors will be held on Friday, 31st October, at 9am.

CONCLUSION:

1. Members will work on the Project Plan Document.

2. Team members and supervisors will discuss about the current state of the Project Plan Document, requirements and clarify possible doubts.

ACTION:

All members have to be present.