



## Minutes of Meeting

<b>Project</b>	<b>Call Calendar</b>	<b>Date</b>	31/10/2014
		<b>Start-end time</b>	9:00-11:00
<b>Responsible</b>	Marko Veličković	<b>Location /type</b>	Type: Skype meeting Västerås-Zagreb

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

### 1. Project plan and current status of the team

There was a meeting with supervisors who wanted to check the current status of the Project Plan Document and to discuss about the requirements.

#### CONCLUSION:

Supervisors gave us some instructions and advices for our project plan and then left the meeting at 9:50h. We continued the meeting, where we discussed and made plans based on suggestions of our supervisors.

#### ACTION:

We have split the work based on previous created skeleton.

Biljana was assigned to write about project group, organization and communication and development process.

Damian has to write about background and objectives of the project.

Marko Vuglec and Hrvoje had to write about planned deliverables and milestones, division of work into activities.

Marko Velickovic had to create a time plan, needed to fix sprint diagram from the previous presentation to put some milestones and write quality assurance.

Abdur had to collect project risks.

Next meeting will be on Sunday, at 16:00h.

