



## Minutes of Meeting

<b>Project</b>	<b>Call Calendar</b>	<b>Date</b>	07.11.2014.
		<b>Start-end time</b>	14:00-16:00
<b>Responsible</b>	Hrvoje Pavlović	<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/Västerås	
Marko Veličković	Skype/Västerås	
Hrvoje Pavlović	Skype/Zagreb	
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 presentation.

#### CONCLUSION:

Supervisors gave us some instructions and advice for our project plan and then left the meeting at 15:00h. We continued the meeting, where we discussed and made plans based on suggestions of our supervisors.

We have to be concrete, with real predictions, specific for something.

For meetings - present what really happened, activities, how we done/will do things.

Non-functional requirements should be defined.

We have to clearly divide tasks from outcomes, test, etc.

Detail for every sprint should be clearly defined.

#### ACTION:

Hrvoje, Abdur and Marko Veličković will present.

Abdur will create and present quality assurance and project risks.

Marko Veličković will present and design plans and goals, and short introduction of the project.

Hrvoje will create and present functional requirements, user stories, use case and mapping.