



Minutes of Meeting

Project	SE4YH	Date	22.11.2015
		Start-end time	17:00 - 18:15
Responsible	Elena	Location /type	MDH/FER

Attended by	Location	Remarks
Nathan	MDH	
Marius	MDH	
Marko	FER	
Eugen	FER	
Diego	MDH	
Elena	MDH	
Ondrej	FER	

1. Topic - Daily Meeting

CONCLUSION: We have to define the dailies.

ACTIONS:

- participate: -> <http://doodle.com/poll/tcved98i7kcga4x3#table>
- short daily messages on Slack (#sprint1daily) about what have we done, problems, etc.
- two short Skype meetings a week

RESPONSIBLE: Team

2. Topic - Sprint Report

CONCLUSION: We have to deliver a sprint report and burndown chart

ACTIONS:

- For the first Sprint user another tool to create the report.
- For the next Sprint make sure that all estimates are available.

RESPONSIBLE: Elena

3. Topic - Sprint Progress

CONCLUSION: Everybody continue working :)

ACTIONS:

- also add tasks for documentation (e.g. score,...)
- if possible use subtasks
- use epics for user stories

RESPONSIBLE: **Team**

4. Topic - Score Participation

CONCLUSION: We need to provide some documents for the Score participation.

ACTIONS:

- writing report
- writing abstract

RESPONSIBLE: **Elena**

5. Topic - Android Client Login

CONCLUSION: define login procedure.

ACTIONS:

- follow to the current mockups.
- add forget password functionality

RESPONSIBLE: **Client Developer**

6. Topic - API Documentation

CONCLUSION: We need a api documentation for the backend.

ACTIONS: Check if you find something similar to swagger for laravel 5.1 .
If nothing exists -> use bitbucket wiki

Create draft document (google docs)

RESPONSIBLE:

Research -> Elena

Document -> Marius

7. Topic - Sponsor Feedback.

CONCLUSION: We have to be in contact with our sponsor (address risk)

ACTIONS: Send status report to Sponsor.

RESPONSIBLE: **Nathan**

8. Topic - Documentation DSDs

CONCLUSION: We need to continue work on the documents.

Check: <https://drive.google.com/drive/folders/0B9taK3rSlEqbk1hVmZmdEVoQkk>

ACTIONS:

- Project Plan:
 - Gantt chart, start date and end date of sprints should be changed,
 - Availability, daily meeting times should be added
- Design Document
- Requirements Document

RESPONSIBLE:

Project Plan -> **Marko & Elena**

Design Document -> **FERs**

Requirements Document -> **Elena & Nathan**

9. Topic - Coaching

CONCLUSION: We have different knowledge levels (address risk)

ACTIONS:

- Log work
- Define correct time
- Put logged work in sprint report

RESPONSIBLE:

- **Team**

10. Topic - Backlog refining

CONCLUSION: We need a meeting for the next sprint. We have to have user stories ready for the sprint.

ACTIONS:

- Find a meeting. (Wednesday or Thursday)

RESPONSIBLE:

Team: Find a meeting via slack.

11. Topic - Backend app testing

CONCLUSION: This task can be done by someone without deep programming knowledge

ACTIONS:

- Do first with Coaching.
- Define someone who wants to have the main lead on this.

RESPONSIBLE:

First Coaching -> **Marko**

Write Test -> **Team**