



Minutes of Meeting

Project	SE4YH	Date	25.10.2015
		Start-end time	3pm (MDH) 4pm (all) – 5:15 pm
Responsible	Elena	Location /type	MDH/FER

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

- Topic** - Product Vision

CONCLUSION: We need to present our product vision and project plan on tuesday (2015/10/27)

ACTIONS: Create Presentation
 Discuss content of the presentation
 Determine presenter
 Provide overview of architecture

RESPONSIBLE: Team
 Architecture: Marko & Eugen
- Topic** – Project Plan

CONCLUSION: Talk about sprint length

ACTIONS: We need to define how many sprint we want to perform.
 We have to discuss how long the sprints should be.

RESPONSIBLE: Marius
- Topic** – Project Roles

CONCLUSION: We need to define the project roles.

ACTIONS: Fill in the google presentation

RESPONSIBLE: Team
- Topic** - Type of communication with Sponsor

CONCLUSION: We need to get in contact with the Sponsor.

ACTIONS: Write an email

RESPONSIBLE: Nathan
- Topic** - Usage of formal methods and polls

CONCLUSION: We need poll for potential users

ACTIONS: Create a poll
 If applicable ask persons at the university

RESPONSIBLE: Team

6. **Topic** - Tools
CONCLUSION: We will use Scrum, Git Flow and Slack
ACTIONS: Make Slack groups, ask for JIRA license, and install Git Flow

RESPONSIBLE: Eugen
7. **Topic** - Score Participation
CONCLUSION: We have time until 30th November
ACTIONS: Decide later
RESPONSIBLE: Team
8. **Topic** – Daily meeting
CONCLUSION: We have to specify when and how often we want to have a “daily”
ACTIONS: Make a poll
RESPONSIBLE: Marko
9. **Topic** – Determine of time intervals with less work
CONCLUSION: Use a team calendar
ACTIONS: Use : <http://teamup.com/ksae0ef6a703671054/>
Add e.g. exams, free time...
RESPONSIBLE: Team
10. **Topic** – Types of communication
CONCLUSION: Determine which tools we want to use for the communication (Skype (Meetings), Slack IM, E-Mail)
ACTIONS: Skype, try Slack
RESPONSIBLE: Eugen
11. **Topic** – Sprints
CONCLUSION: Decide the sprint length.
ACTIONS: At the start 1 week Sprints. After the first sprint we decide if we need a longer sprint.
RESPONSIBLE: Team