



Minutes of Meeting

Project	SE4YH	Date	29.10.2015
		Start-end time	18:00 -
Responsible	Elena	Location /type	MDH/FER

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

1. **Topic** - Project Plan Document

We have to deliver the project plan v. 1.0 document until 2015/11/02.

CONCLUSION: Preconditions: Setup team calendar (jira).

ACTIONS:

- Next Meeting: 12 - 02pm. Scope discuss Project Plan (Gantt Chart).

RESPONSIBLE:

- **Nathan: Organization**
- **Eugen: Tools**
- **Diego: Scope**
- **Elena: Scrum, what is left**

2. **Topic** - Meeting with the Sponsor

Knowledge transfer.

CONCLUSION:

ACTIONS: Next time record the call. No actions required.

RESPONSIBLE: Team

3. **Topic** - JEMMA and other tools.

CONCLUSION: Search for other tools.

ACTIONS: Create research document.

RESPONSIBLE: Marius

4. **Topic** - Jira

We have to setup our tools.

CONCLUSION:

ACTIONS: Elena starts to set up the tools.

RESPONSIBLE: Elena

5. **Topic** - Prepare poll for potential users.

We have to setup our tools.

CONCLUSION:

ACTIONS:

- Croatia has contact to a guy in the field - ask him next week.
- Create a poll after we gathered information about the available features of smart devices and tools / frameworks.

RESPONSIBLE:

6. **Topic** - Understand Smart devices.

Check available manuals, e.g. LGs Samsung. features and simulators.

CONCLUSION:

ACTIONS:

RESPONSIBLE:

- Marius
- Ondrej
- Marko

7. **Topic** - Scrum Sprint

CONCLUSION:

ACTIONS: Change Sprint length to 2 weeks.

RESPONSIBLE: Team

8. **Topic** - Weekly report

CONCLUSION:

ACTIONS: Create and upload the weekly report.

RESPONSIBLE: Diego.