



# Minutes of Meeting

<b>Project</b>	<b>Museumbookingsystem</b>	<b>Date</b>	3.11.2014
		<b>Start-endtime</b>	16:00- 19:00pm
<b>Responsible</b>	Stefano Campanella	<b>Location/ type</b>	Skype

Attendedby	Location	Remarks
Mert Ergun	PoliMi	Left at 18.00 because he had a lecture to attend
Marco Edemanti	PoliMi	Arrived at 17.00, because he had lectures earlier
Stefano Campanella	PoliMi	
Paolo Manca	PoliMi	
Alessandro Baggio	PoliMi	
Robert Engelmann	MDH	
Endri Azizi	MDH	Arrived at 17.00, because he had an exam
Sebastian Kunze	MDH	
Valerio Lucantonio	MDH	
Omar Jaradat	MDH	Arrived at 17.00

## 1. General Organization

**DONE:** Sebastian explained the usage of Asana platform to manage the product backlog and all the tasks of the project

**DECISION:** we agreed on a meeting policy. Since there is a problem with meeting all together for two hours on Monday, we decided to alternate meeting hours so people can attend at least once every two meetings. So we will meet one time on Monday at 16.00-18.00 and the next time on Monday at 17.00-19.00. And so on. Monday meetings are done at the beginning of each Sprint, so once every two weeks

**DECISION:** The daily meetings in the scrum process are replaced with short weekly meetings on Thursdays at 18.00

**DECISION:** If someone is missing at a meeting he makes a file with quick summary of his work and put it on the Drive. So people at the meeting can actually be updated on his tasks.

**TODO:** Paolo will take care of making the mock-ups, with Mert and Marco. Trying to get them ready for Wednesday (Nov 5th)

**DONE:** Swedish team made a quick summary of the meeting with the customer to Omar

**DONE:** We are estimating an average workload of about 10 hours per week per person

**ACTION:** we need to make some research on technologies to decide which one we are going to use. Stefano, Valerio and Endri will prepare themselves for presenting some technologies on the next meeting

**TODO:** We will schedule next meeting with supervisors using a Doodle. Need to check with Elisabetta if she intended the Monday meeting to be already a fixed meeting with the supervisors.

## 2. Project Planning

**DONE:** We analyzed the User Stories in the backlog for this Sprint to assign Workload on each of them

**DONE:** We assigned management tasks for this week and the next one.

**ACTIVITY:** Apart from mock-ups and technologies already mentioned above, we assigned making of Use Cases and Activity Diagrams to Valerio and Endri, scheduling the next meeting with the customer to Robert, making of Requirements presentation to Paolo and Alessandro and making of the Requirements document to Robert and Sebastian. Everything is tracked on Asana