

Project	Transport4You2	Date	15/09/10
		Start-end time	18.00PM-19.07PM
Responsible	Lidia Tesfazghi	Location /type	Skype conference

Attended by	Location	Remarks
Faiz Ul Muram	Västerås	
Lidia Tesfazghi	Västerås	
Shah Md. Shamsul Alam	Västerås	
Mislav Stipetić	Zagreb	
Vice Šimunov	Zagreb	
Kaushik Mohanraj	Zagreb	

1. General discussion and introduction

- First team meeting on Skype conference. Discussion on project in general, personal skills and interest and individual interest in certain parts of the project.
- Discussion on roles in the project development.
- Discussion about the possible project implementation and technologies.
- Discussion about possible weekly meeting time schedule

CONCLUSION:

Individual roles and responsibilities in the project are decided and presented in Table 1.1.

ACTION:

- All team members will try to become familiar with their role in the team.

Table 1.1 – Members roles and responsibilities

Team member	Role(s) and responsibilities
Faiz Ul Muram	Project Leader, Programmer
Lidia Tesfazghi	SVN Manager, Programmer
Shah Md. Shamsul Alam	Documentation Manager, Database Manager, Programmer
Mislav Stipetić	Programmer
Vice Šimunov	Programmer
Kaushik Mohanraj	Programmer

2. Project presentation discussion

- Discussion about the presentation and team's view of the project.

CONCLUSION:

Members from Sweden side will present project vision.

ACTION:

- All team members will contribute to the project vision slides.