



Minutes of Meeting

Project	Museumbookingsystem	Date	30.10.2014
		Start-endtime	18:00- 19:15pm
Responsible	Stefano Campanella	Location/ type	Skype

Attendedby	Location	Remarks
Mert Ergun	PoliMi	
Marco Edemanti	PoliMi	
Stefano Campanella	PoliMi	
Paolo Manca	PoliMi	
Alessandro Baggio	PoliMi	
Robert Engelmann	MDH	
Endri Azizi	MDH	

1. Reading of the summary document

DONE: Robert contacted the customer to make an appointment

→ Sebastian, Valerio and Robert met the customer at the museum to understand the system and requirements and put a summary document in Drive

DONE: Everyone tries to understand how the system should behave. With Robert trying to explain the information he gathered from the meeting with the customer.

IDEA: Endri suggested we should not point directly to make an App for mobile devices but instead initially only use responsive web design

TODO: Make a new set of questions to send to the customer. It's partially done, but we can add new questions until the next meeting with the customer. List is in Drive, at the bottom of the Vision document

2. Next Steps

ACTION: Ask Sebastian about a tool for making sketches. Robert mentioned Sebastian already has experience with one tool.

TODO: Sebastian will present Asana and the process of making/using the backlogs in next meeting.

ACTION: PoliMi guys will work on making the page sketches for the customer to make sure we understand the system (Paolo will coordinate this)

ACTION: Robert and Sebastian will take care of creating the backlog and User Stories

ACTION: Alessandro will manage the making of the Week Report for this week

TODO: Ask supervisors on Monday if we can make just one final Week Report Document instead of each of us making his own and then merging it. Mert will remember to ask it.

ACTION: Marco will contact the supervisor for organization of Monday's meeting

ACTION: Robert will schedule the next meeting with the customer as soon as we have enough sketch material and questions for him

ACTION: Stefano will take care of putting together the ideas and material we have right now for the Project Plan Document due by November 3rd

TODO: Discuss code repository usage policies As Soon As Possible.

IDEA: Paolo suggests to start next weekly meeting at 18:15 because he has a lesson ending right at 18:00