



Minutes of Meeting

Project	meetMe1	Date	02-11-2015
		Start-end time	17:00-19:30 pm
Responsible	Joan Josep Crespí Villalonga	Location /type	Slack

Attended By	Location	Remarks
Mihovil Vinković	MDH	
Denis Kuryshov	Polimi	
Giorgio Pea	Polimi	
Joan Josep Crespí Villalonga	MDH	
Jean Barre	Polimi	
Claudio Cardinale	MDH	
Emil Silađi	Polimi	

1. Reading of the summary document

DONE: After these days, the team think about the project, and everyone said their main ideas, and the main requirements for the project.

DONE: The team decided when will be the first sprint, who will take care of the next presentation, as the template for the next documents.

DONE: The team revised the Project Plan document, and decided the sections which are missing, so the Scrum Master has upload the new version of the document.

DONE: The requirements have been upload, and the team commented and discuss them.

TO DO: The templates and the next presentation has to be created before the next Monday. The Product Owner should contact the customer.

CONCLUSION: After the weekend, the team has work and the results are there, everyone has opined about the project, and now, the vision of the project is clearest.

2. Next Steps:

The templates have to be created as soon as possible. After that, the requirements document and the design description document would be able to be completed. The product Owner should contact the customer.