



MÄLARDALENS HÖGSKOLA



	Minutes of Meeting
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Project	MeetMe	Date	03.12.2015
		Start-end time	20:30 - 22:30
Responsible	JustMeet	Location /type	Zagreb; Milano/ Skype call

Attended by	Location	Remarks
Danijel Sokac	FER	Skype call from PC - Zagreb
Francesco Giarola	POLIMI	Skype call from PC - Milano
Milica Jovanovic	POLIMI	Skype call from PC - Milano
Armindo Barbosa	FER	Skype call from PC - Zagreb
Joao Nadais	FER	Skype call from PC - Zagreb
Mehdi Kaabi	POLIMI	Skype call from PC - Milano
Carolina Casali	FER	Skype call from PC - Zagreb

AGENDA FOR THE MEETING (main topics)

1. Sprint review:

- * Working status for each member
- * Database management
- * Testing
- * Daily reports
- * Requirements document
- * Other comments

2. Bugs/Improvements on current version

3. Add tasks for new sprint

4. Define features for Beta prototype

5. Gather some questions for customer

6. Sprint Start and End

1. Second Sprint - Review

CONCLUSION: The second sprint ended on 02/12.

- Team's members worked on following tasks:

Danijel	<ul style="list-style-type: none">- Testing on the current version- Assigning tasks in Asana- Writing Week Reports
Armino	<ul style="list-style-type: none">- Template design adaptation- User story : change setting (not Finished yet)
Joao	<ul style="list-style-type: none">- fix some bugs with event creation
Carolina	<ul style="list-style-type: none">- Populate database- Alpha prototype presentation- Minutes of meeting
POLIMI STUDENTS	<ul style="list-style-type: none">- Implementing logout- E-mail notification- Creation event
Francesco	<ul style="list-style-type: none">- Alpha prototype presentation

- Unfinished tasks:
 - UserStory5: As an user I want to change settings
 - UserStory7: As an user I want to invite my friends to use the application
 - UserStory8: As attendant I want to able to choose right time slot from me without sharing my calendar
 - UserStory111: As an user I want to manually run calculation & choose best option
- DB management: In case of any changes related to DB structure other team members will be informed though Daily report document in Google Drive
- Encountered problems during 2nd sprint and their resolutions:
 - We don't have ORM: It will be added by Francesco in 3rd sprint (Sequelize ORM).
 - Unnecessary files in the project repository : Milica will clean up the files and code.
 - Functionality test: Carolina will be responsible for it during the third sprint
- Requirements and design document : Team's member need to follow the requiremnt and design document while coding their user stories.

2. Bugs/Improvements on current version

- **PROBLEM:** Best way to choose time slot for user
DECISION: user chooses start time and end time and duration of event; the application divide the time slots according to the duration.
- **PROBLEM:** Time zones
DECISION: User will choose time zone while creating event, and the application will convert it to attendant time zone in the email notification

3. Third Sprint

- Overview:

ACTION: Team have discussed about possible tasks for next sprint, chosen tasks to cover by priority of tasks and decided how to divided them

ACTION: Danijel will assign tasks of 3rd sprint in Asana to team members

ACTION: POLIMI side will make checking all events, choosing right time slot from user without sharing user's calendar, cleaning up unnecessary code, setup sequelize, bugs revision,..

ACTION: FER side will make change profile settings user story, logging using Google account, inviting friends, receiving an e-mail with new password if user forget the first one, instrumentation test, bugs revision,..

CONCLUSION: The third sprint is started 03/12 and will finish 14/12. The team will complete delayed tasks of second sprint and will start to implement tasks with average priority. Beta prototype will be completed at the end of third sprint, 14/12.

- Estimated available hours:

Milica	30 hours
Mehdi	20 hours
Francesco	20 hours
Armino	30 hours
Danijel	30 hours
Joao	15 hours
Carolina	20 hours

4. Define features for Beta prototype

CONCLUSION: Milestones of our Beta prototype will be:

- UserStory3: As an user I want to receive an e-mail with my new password if I forget the first one
- UserStory5: As an user I want to change settings
- UserStory7: As an user I want to invite my friends to use the application
- UserStory8: As attendant I want to able to choose right time slot from me without sharing my calendar
- UserStory9: I want to be able to login using my Google account
- UserStory11: As an user I want to manually run calculation & choose best option
- UserStory12: As an User I want to check all events

5. Questions for customer

CONCLUSION: Currently we haven't questions for the customer.

6. Sprint - change start and end times

PROBLEM: Each sprint starts on Thursday and ends on Wednesday, because on Thursday we have weekly skype meeting. Presentations are on Tuesday so we have 10 days to complete all tasks in time for the presentation instead of 14 days.

DECISION: the third sprint will start on Thursday 03/12 and will finish on Monday, 14/12 instead of Thursday, 17/12. By the week of 14/12 the weekly Skype meeting will be on Monday evening. From fourth sprint, each sprint will start on Tuesday and will end on Monday: in this way we will have 14 days to prepare for the actual material required.