



Minutes of Meeting

Project	Real-time Bridge Monitoring	Date	19/10/13
		Start-end time	01:00:00 PM – 04:13:00 PM
Responsible	Marko Brcic	Location / type	Skype / Hangouts IT-SWE-CRO

Attended by	Location	Remarks
Andrea Bottoli	Milano	
Dzana Kujan	Västerås	
Lorenzo Pagliari	Milano	
Marko Brčić	Zagreb	
Miraldi Fifo	Västerås	
Nikola Radisavljevic	Västerås	
Jörn Tillmanns	Västerås	

1. Communication Technology

We started with Skype, some of the team members had problems because they didn't have microphone. Swedish part of the team was all together, an also the Italian side was all together at the same location, except Marko who followed the meeting from Zagreb. After a period of chatting and trying to set a normal conversation we switched to Google Hangouts which was a very good proposal from our teacher because the group video chat was way much better than on Skype.

CONCLUSION: We agreed to continue using Hangouts, and of course we will all try to get microphones and cameras for the next meetings.

We agreed on the emails used for a specific type of communication (Google calendar, drive and hangouts, emails, etc.), and the weekly team meetings that will be held on Tuesday 07:00 PM via Google Hangouts (we agreed based on the poll on Doodle <http://doodle.com/f6n74sxzvzk84pz5#table>)

ACTION: for all the team members who didn't have microphones or cameras at the first meeting to get them

2. Team Roles

We discussed that each member should have more than one role. We discussed also about the team leader and the project leader. Project leader had to be from Italian side since prof. Di Nitto is our supervisor. Team leader had to be from Swedish side.

CONCLUSION:

Project leader is Andrea Bottoli.(PoliMi)

Team leader is Dzana Kujan (MDH)

ACTION: Each of the members should write his/her preferences in the DSD project Google spreadsheet file about the roles that he want's to have in the team

3. Git Repository

Andrea made a DSD repository on GitHub and shared it with us.

CONCLUSION: We need to define the policies for using the Git repository

ACTION: Each team member that doesn't have a GitHub account should open it and forward it to Andrea

ACTION: All the team members that are not familiar with Git have to study it

ACTION: We should find out about the course representatives who need to be added to the Git repository as well so they can keep track of the progress of our work

4. Documents

We talked about the documentation that needs to be submitted. We mentioned weekly reports, minutes of meetings, summary weekly report, project plan and first presentation

CONCLUSION: We need to send the weekly reports to Andrea by Sunday night. We need to start to work on the documentation as agreed

ACTION: All to submit the weekly report by Sunday night

ACTION: Marko needs to finish the minutes of meeting document

ACTION: Miraldi needs to work on the team policy documents

ACTION: Jörn needs to define the milestones and basic skeleton of the deliverables schedule for the project

ACTION: Lorenzo and Andrea need to work on the first presentation

ACTION: Andrea, Dzana, Nikola and Lorenzo have to work on the project plan document with the help of the rest of the team on some topics if needed

5. Plans for the meeting with customers

Andrea and Lorenzo will be on the meeting with the customer and they will include the rest of us if possible via Google Hangouts. We need to prepare the questionnaires for the customer to make the most out of the first interview.

CONCLUSION: Prepare the questions for the customer

ACTION: Italian side should forward the questionnaires to the customer the day before the meeting if possible

ACTION: All should contribute in making the questionnaires

6. Presentations

We talked about how we are going to decide who is going to hold the presentation. We also discussed about the possibilities and needs for the presentations to be hold from multiple sides at once.

CONCLUSION: We will try to change all the sides equally in holding the presentations, and we will also try to include more than one side into presentations if the possibilities and needs arise.

ACTION: First presentation is going to be made and held by Italian side