	Minutes of Meeting

Project	**Museumbookingsystem**		**Date**	17.11.2014
			Start-end time	16.00 – 18.30
Responsible	Valerio Lucantonio		**Location /type**	Skype

Attended by	Location	Remarks
Mert Ergun	PoliMi	
Marco Edemanti	PoliMi	
Stefano Campanella	PoliMi	
Paolo Manca	PoliMi	
Alessandro Baggio	PoliMi	
Robert Engelmann	MDH	
Endri Azizi	MDH	
Sebastian Kunze	MDH	
Valerio Lucantonio	MDH	

1.   Presentation of tomorrow

   DECISION: We agreed on what we put inside the presentation, and we decided who is going to present.

   DONE: Final Presentation and schedule of the presentation.

2.   Review use case of instructor coordinator

   DECISION: Unfortunately we don't have a clear answer to this problem. So we decided to handle this later discussing first with the customer.

   INFO: Sebastian . came out with a ambiguos problem on the use case diagram: should the instructor have (sometimes) to be coordinator as well?

3.   User stories: how to split among us and how to verify previsions are right

   DECISION: We will split use stories among us, according to our previous knowledge on technologies and what the user stories require (in term of subsystems). Verifications of previsions will be done respecting previous experiences and adding 0,5/1 story points more to each prevision to be sure we can complete the story in time. Anyways we cannot be sure of previsions accuracy, so we decided to plan less effort than the required on the first scrum sprint and to daily verify if we are still in time for the task or we need more time to complete it. We will have another meeting this week, so first we want to see how much differs the planned effort from the real one, and then we shall change/renew the method of assigning times to tasks.

   INFO: ALL we have to decide how to assure accuracy in the process of assigning hours to each user story.

4.   Assign story points to user story

DECISION: With respect to what it is written in the previous point, we have assigned story points to each user stories.

DONE: Assignment of story points to user stories.

5.   Distribute user stories among us

DONE: User stories for the first scrum sprint assigned and distributed among us.