



# Minutes of Meeting

<b>Project</b>	<b>Real-time Bridge Monitoring</b>	<b>Date</b>	21/10/13
		<b>Start-end time</b>	05:00:00 PM – 05:27:00 PM
<b>Responsible</b>	Marko Brcic	<b>Location / type</b>	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. Documents

We reported the status of the documents we are currently working on. Everything seems to go as planned. We will continue to work on the things agreed on the previous meeting held on 19.10.13. 01:00 PM. We will put the documents in the Git repository and the ones that need to be published, project leader will publish on the course pages.

**CONCLUSION:** Continue everything as planned and deploy the documents on git repository

**ACTION:** For each member to continue to work on the documents formerly agreed upon

**ACTION:** For project leader (Andrea) to put the needed documents on course page

## 2. Tomorrow's meeting with the customer

The meeting will try to start at 09:30 AM on Italian side with the customer. All the team members situated on other sites should try to attend the meeting if possible. Andrea and Lorenzo will try to set up everything for other members to be able to follow the meeting remotely. If it won't be possible, they will try to record the meeting, at least the voice conversation of the meeting.

**CONCLUSION:** Questionnaires should be prepared before the meeting

**ACTION:** Each of the members should try to contribute in writing the questionnaires in the Google spreadsheet document