



Minutes of Meeting

Project	Call Calendar	Date	28.12.2014.
		Start-end time	16:00-17:00
Responsible	Marko Vuglec	Location /type	Type: Skype Meeting Västerås-Zagreb

Attended by	Location	Remarks
Biljana Stanić	Skype/Västerås	
Marko Vuglec	Skype/Petrinja	

1. Meeting between Project owner and SCRUM master

There was a meeting between Project owner and SCRUM master where they discussed about the current state of project and future steps. This week project came to stall and fell a little behind schedule, mostly because of Christmas holidays and wrong estimation of completion of some tasks.

Conclusion:

It is concluded that all tasks that were planned to be completed this week will be done in the next week. Furthermore, team members should focus on writing Acceptance Test Report. Also, Marko Vuglec and Biljana will work on the revision of Project Plan, Requirements Document and Design Description Documents.

Action:

Revision of documentation - Project Plan, Requirements Document and Design Description. Design Acceptance Test Report and create initial version.