

Project	SmartShop	Date	6.10.2011.
		Start-end time	20:00 – 23:00
Responsible	Luka Božić	Location /type	Location: Västerås, Zagreb Type: Skype voice and instant messaging

Attended by	Location	Remarks
Luka Božić	Västerås	
Igor Czerwinski	Västerås	
Ali Shahid	Västerås	Joined the meeting at 21:00
Bin Wu	Västerås	
Ivo Štimac	Zagreb	
Filip Gvardijan	Zagreb	
Željko Brdarić	Zagreb	
Juraj Feljan	Västerås	Project customer and supervisor Joined the meeting at 21:00 and left at 22:10

1. Team meetings

It was discussed if we should have a regular meeting once every week at the same time.

CONCLUSION: Team members will have regular weekly meetings every Tuesday at 20:00. Also, team members will have local meetings according to their location. Time of those meetings is to be determined when necessary. For arranging team meetings we will use Doodle.

2. Minutes of Meeting (MoM)

Juraj briefly explained the purpose of the Minutes of Meeting document.

CONCLUSION: Before every important meeting we should appoint one team member to do the MoM for the meeting.

ACTION: For the first meeting the MoM will be done by **Luka** until Friday 7.10.2011..

3. Team member's roles

We all agreed on the selection of the Project Leader and the local Team Leader. Juraj explained the responsibilities of certain roles and relations between them. He also explained the communication channel according to the member's role.

CONCLUSION: Luka Bozic is the Project Leader and Filip Gvardijan is the Local leader. Team members report their doubts about the project first to the Project Leader (Luka) who can forward it to the Project Supervisor (Juraj). In case of a conflict with Luka, team members can contact Juraj directly.

4. Name of the project

We were discussing the possibilities of changing the project name.

CONCLUSION: New name hasn't been chosen. It has been decided that we choose the name of the project at the next meeting. Name cannot be used by some other existing product.

ACTIONS: Each team member should come up with at least 3 name suggestions until the next meeting (Sunday, 9.10.2011. 16:00)

5. Logo

We were discussing the possibility of creating a logo for the project.

CONCLUSION: Logo will be decided after choosing the project name.

6. Communication technology

We were discussing the communication technology we are going to use in the project.

CONCLUSION: Main communication tool will be Skype (instant messaging) and Google group. Skype will be used as instant messaging because it's easier to keep track of what has been said and concluded during the meeting.

7. Project documents

It was discussed about the project documents that need to be submitted during the project.

CONCLUSION: There are a lot of documents that will be needed to submit. Luka will be in charge of taking care of the deadlines for uploading the documents.

ACTIONS: Luka will check the deadlines of the first few documents that need to be uploaded.

8. SVN

Some problems about SVN were discussed.

CONCLUSION: Most of the team members still didn't get the SVN credentials. It was decided that we will use the SVN Tortoise tool.

ACTIONS: Filip will send an e-mail with the names of the team members who didn't get the SVN credentials, requesting it to be resent.

9. Project vision presentation

We were discussing the project vision presentation. When should we do it and what is actually necessary.

CONCLUSION: It was decided that the team members will come up with the suggestion of the project Vision presentation at the next meeting (Sunday, 9.10.2011., 16:00). After that the Vision will be presented to Juraj by the "Swedish part" of the team in person at the MDH on Monday.

ACTIONS: Each team member should check some examples of project Vision presentations from the projects from previous years before the next meeting (Sunday, 9.10.2011., 16:00).

10. Project conventions

Juraj was explaining about the project conventions we need to decide about.

CONCLUSION: All the necessary documentation and presentations are to be submitted to Juraj at least 2 days before the official deadline. The team needs to decide on the conventions in the project.

ACTIONS: Ivo, Željko, Bin, Shahid and Igor will try to find some examples of the project conventions before the next meeting (Sunday, 9.10.2011., 16:00).

11. Next step

We were discussing the next step and actions of the team.

CONCLUSION: Next meeting will be held on Sunday, 9.10.2011. at 16:00 over Skype (IM) where we will make a first version of the Vision presentation, come up with the new project name and discuss the project conventions.