

Project	SmartCart	Date	October 18, 2011
		Start-end time	20:00 – 20:40
Responsible	Bin Wu	Location /type	Location: Västerås, Zagreb Type: Skype voice and instant messaging

Attended by	Location	Remarks
Luka Bozic	Västerås	
Igor Czerwinski	Västerås	
Ali Shahid	Västerås	
Bin Wu	Västerås	
Ivo Štimac	Zagreb	
Filip Gvardijan	Zagreb	
Željko Brdarić	Zagreb	

1. Google calendar

In order to easily organize the meeting and tradeoff the work and time, Luka suggested we use Google calendar to record all the events, including project events and team members' personal events.

ACTION: Every team member writes down his own events (away and unavailable) on Google calendar (DSD SmartCart calendar).

2. Requirements Definition and Design Description documents distribution

It is inefficient that all the team members work on one document. We decided to distribute the Requirements Definition and Design Description documents to small teams.

ACTION:

Requirements Definition Document Team: Filip, Luka, Igor, Ivo

Design Description document Team: Shahid, Bin, Zeljko

3. Requirements Definition Document

We discussed that the Requirements team should work together to finish the Requirements Definition Document.

ACTION: Luka will download the previous projects' requirements docs to SVN repository.

Requirement team needs to read the previous requirement docs and come up individually with a list of functionalities and non- functionalities requirements before their next meeting.

4. Requirement team next meeting

The Requirement team will have Skype meeting this Wednesday 19:00h to discuss the Requirements Definition Document. Other member can also attend this meeting if he wants.

5. Design Description Document

We discussed that the **Design team** should work together to finish the Requirements Definition Document.

ACTION: **Design team** will read the previous requirement docs in Archive and prepare the Design Description Document.

6. Next meeting

Our regular Skype meeting is at **Tuesday 20.00h.**