



# Minutes of Meeting

<b>Project</b>	<b>Travel n Study</b>	<b>Date</b>	17.10.2012.
	#1	<b>Start-end time</b>	21:00 – 23:00
<b>Responsible</b>	Branimir Lochert	<b>Location /type</b>	Skype chat conference Milano - Zagreb

Attended by	Location	Remarks
Branimir Lochert	Zagreb	Project leader
Katarina Sekula	Zagreb	Team member
Milan Čop	Zagreb	Team member
Javier Hualpa	Milano	Team leader
Daniele Rogora	Milano	Team member

## 1. General introduction

General introduction of team members was made, some team member roles were decided.

### CONCLUSIONS & ACTIONS:

Project leader will be Branimir Lochert.  
Team leader will be Javier Hualpa.

## 2. Initial requirements research

Discussed all the ways we can gather information about the requirements for the application we are making.

### CONCLUSIONS & ACTIONS:

We will hold a joint Skype conference with all the team members and the project supervisor.  
Additional face-to-face local meetings will be held with the project supervisor and the local team.  
More research will be done via polls, interviews, questionnaires with actual exchange students to learn of their experience and needs.  
All the individual research made so far is to be presented to the local team leader and then to the Google group of the team no later than Saturday 20.10.2012 at 23:59.

## 3. Presentation policies

Discussed policies on making and delivering all the presentations during the course.

### CONCLUSIONS & ACTIONS:

Every member of the team will contribute to the making of each presentation.  
During the course of planning and sketching the presentation presenters will be chosen based on their contribution to the presentation.  
Presentations will be held in pairs with one team member from FER and one from POLIMI.  
Each member will present at least 2 presentations during the course.

#### **4. Project technologies**

Talked in general about tools, technologies and development methods we would like to use while developing our application in regards to the information known so far.

#### **CONCLUSIONS & ACTIONS:**

We decided on building a web application using .NET for server side code, nHibernate as a Data Access Layer, and HTML/CSS with JavaScript and Ajax on client.

Additional research is needed for data sources we plan to use.

#### **5. Communication policies**

Discussed tools for communication and collaboration.

#### **CONCLUSIONS & ACTIONS:**

Most of the synchronous communication will go via Skype (team meetings, discussions). Additionally we will use a Google group for collaboration and organization.

#### **6. Team meetings**

Discussed the possibility for regular team meetings.

#### **CONCLUSIONS & ACTIONS:**

It was decided we will have regular team meetings on Skype every week Tuesdays at 18:00.

#### **7. Additional policies**

Discussed additional policies such as coding and SVN policies.

#### **CONCLUSIONS & ACTIONS:**

It was decided we will use IDesign coding standard.

Javier Hualpa was made the SVN Manager and is responsible for constructing and enforcing our SVN policies.

#### **8. Reports**

Discussed the weekly reports we have to make.

#### **CONCLUSIONS & ACTIONS:**

The team members will present their weekly reports to the project leader exactly 24 hours before the summary weekly report needs to be delivered.

#### **9. Minutes of meeting**

Discussed the meeting summaries that need to be published to the DSD documents page.

#### **CONCLUSIONS & ACTIONS:**

Project lead will take responsibility for writing and publishing meeting summaries unless he/she is not present at the meeting. In that case the responsibility falls to the team leader present or someone chosen at the meeting itself.