



Minutes of Meeting

Project	Travel n Study	Date	01.11.2012.
	#6	Start-end time	18:00 – 19:20
Responsible	Branimir Lochert	Location /type	Skype chat conference Milano - Zagreb

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

1. Requirements definition document

Talked about work that needs to be done on the requirements definition document.

CONCLUSION:

Work division was made and each chapter was explained and discussed between the team members.

ACTION:

Team members will get to work on their part of the document.

2. Project plan document

Discussed briefly on what revisions need to be made on the project plan document.

CONCLUSION:

It was concluded that revisions need to be made on the sections which received feedback from the project supervisor.

ACTION:

Project leader will make these revisions.

3. UML software / tools

The team discussed which tool they should use for making various UML diagrams needed for documents.

CONCLUSION:

The team will use a online UML diagram making tool called Gliffy, <http://www.gliffy.com/>.

4. Feature freezing

The team discussed the date until requirements for the application will be changed.

CONCLUSION:

Requirements, system design, architecture and overall project plan will be modified until 10.11 at which time all the features will be agreed upon and frozen.

5. Requirements and System architecture presentation

Discussed who will present our next presentation and which topics need to be covered.

CONCLUSION:

Daniele Rogora and Katarina Sekula will present our next presentation with Katarina focusing on the requirements part and Daniele focusing on the architecture and design part.

We will cover our functional and non functional requirements, we will mention which requirements will be delivered by alpha, beta and final product milestones, we will talk about the users of our application and present our use case diagrams. Concerning architecture and design part we will go more in depth about technologies we will use to implement our system; we will present a component/package diagram of our implementation solution and we will talk about some of the finer details of how we plan to implement our functionalities.

ACTION:

Daniele and Katarina will make the presentation and deliver it based on the input and contributions of the entire team.

6. Development environment

Defined all the tools and technologies we will use in our development environment.

CONCLUSION:

On the virtual machine we will have a Windows Server 2008 operating system with IIS 7 web server application. We will try to install the highest possible version of the .NET framework. For the database we will use SQL Server 2008 R2 Express edition.

On local machines we will develop in Visual Studio 2012 in C# programming language.

ACTION:

All the team members will get setup with the software mentioned above. Some team members who are new to the tools mentioned will try to learn the basics as soon as possible.

7. Next steps

Did a quick overview of the meeting and what the next steps are.

CONCLUSION:

Work on the requirements and project plan document till Friday 23:59, then switch focus to design and system architecture both preparing for the presentation and working on the design definition document.

ACTION:

All the team members will get to work on their assigned tasks.