



Minutes of Meeting

Project	Travel n Study	Date	08.11.2012.
	#9	Start-end time	18:00 – 18:20
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. Roles and responsibilities update

Talked about merging and switching some roles and responsibilities.

CONCLUSION:

Risk manager role was merged with the project manager role, svn manager and backup manager roles have been assigned to Daniele, system architect role has been merged with the lead developer role and finally the server – client coordinator role was added and assigned to Javier.

ACTION:

From now on Daniele will take care of the SVN repository and make sure that the content is backed up regularly. He will also periodically refresh what is published on the IIS server of our VM from the current code on SVN.

Javier will work with the client side team to help them adjust to the development environment and too explain the inner workings of the server side code to the client team. He will coordinate with both teams and will make sure that the client side gets what it needs from the server side through the interface which he will explain to the client side.

2. Status check

Discussed the status of work for each team member.

CONCLUSION:

Each team member knows what to do, the PoliMi side will focus on the GUI mockups and Requirements document revision while the FER side will write the Design description document.

3. Applying to SCORE

Talked about the SCORE registration application (abstract) that needs to be submitted this month (November).

CONCLUSION:

The PL will prepare an abstract to be submitted next week after consulting with the project supervisor.