

Date: 21.09.15

Time: 12.00

Duration: 1 hour

Notes: Stein-Otto

Participants: Katja, Markus, Maren, Stein-Otto, Øyvind, Torstein

Supervisor Meeting

1. Approval of agenda

- Okay.

2. Approval of minutes of meeting from last advisor meeting

- Received last tuesday
- Okay

3. Comments to the minutes from last customer meeting

- See appendix 1.
- Maren: A rough meeting, but it's better with a demanding customer than one that doesn't care
- Maren: Wants us to demonstrate all the apps, but we haven't had anything to demonstrate. Wants us to show everything that's new from last week for every week
 - Advisor: Yes, show what you have done, don't keep it under the table
- Maren: Messaged with him after the meeting to find out more about what he wants out of the meeting, and got a good list.
- Maren: Also talked to someone else from Netlight; Magnus. Talked about LEAN UX and helped us plan the UX. That's what we're gonna do today: Go to Stripa and show some images (hopefully)
- S-O: Me and Torstein went over the API with Peder. Got a lot of input. Worked on that for the last week.

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- Maren: I also had an extra meeting about JIRA with Peder. Got a lot of input I want to go over with the rest of the group.

4. Approval of the status report:

a. Summary

- See the blog at www.TDT4290.blogspot.com for summary of this weeks work.
- Katja: Good. Just keep going with the blog.

b. Work done in this period

i. Status of the documents that are being created

- Report: Have not done any major changes.
 - Should have written more on the pre-studies part, but a little sickness and other work got in the way.
 - Regarding mid-term report: May have a mid-term report to deliver, but that will be decided on wednesday.
 - The guy who had a presentation on technical writing told us to write the abstract and summary when we're done with everything else.
 - We can write the preliminary studies
 - We also have some documentation on architecture etc.
 - We want to use the last two weeks on just making the product work (system tests) and finishing the report.
- See appendix 2 for report.

ii. Meetings

- Continued with daily meetings.

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- Also had a presentation with the group, where everyone presented what they're working on, and how the thing they're working is working.
- We're going to use JIRA a lot more: We can filter on time, and see exactly what someone has done in a time period. Can also add versioning to tasks and filter on versions
 - Maren shows Katja JIRA

iii. Website and blog

- Blog is being updated this Sunday.
- The website have not got anything new because of some technical difficulties. We have made the small videos, but they are not published yet.

c. Problems

- Some misunderstandings with the API and meetings in the last week, but that has been worked out.
- Torstein: No problems. We have all bases covered. No holes in our plan. We get a lot of help from the Netlight-guys. It's going forwards, but slowly.
- Katja: Who is the substitute when Maren is sick.
 - Maren: Does not think I'll be THAT sick. I'm getting better now.
- Katja: Think about this a little seriously too. If you're sick and you need to take to two days off, can someone take over for you?

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- Maren: Stein-Otto has a lot of experience as team leader, and can take over for at least a few days.
- Katja: Important to think about these things.
 - Maren: I try to teach everyone everything I learn, so I think anyone could lead for a couple of days.

d. Planning of work for the next period

i. Meetings

- Having a meeting with Peder on thursday if nothing changes.
 - Maybe someone from Netlight will join. We never know.
 - Katja: Is it okay for you to not know.
 - Maren: It would be nice to know who's coming, but I don't think they know if they can make it beforehand
- Need a version meeting after this version to plan for the next one.

ii. Activities

- Show sketches to people today and get feedback on them.
Finish four user stories and get feedback till' friday
 - Katja: Also something you should write about in the report.
 - We're gonna show people one or two user stories, tell them what they're supposed to do and try to make notes while they're trying to press buttons.
 - Katja: How many people are you going to meet?
Together or alone?

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- Maren: One round with one pair of people first maybe.

We lose resources if everyone leaves to do this, so we'll

try just one round first

e. Other

- Stein-Otto is gonna tell the rest of the team about RESTful APIs
- **Put a Table at the bottom of next customer meeting minutes**
 - Show what's planned, ongoing and done.
- Have to move the next meeting?
 - When we're available? Katja thursday and friday. Not everyone is available then
 - Maren: We can just send you progress and agenda as usual, and you can send comments if you have any?
 - Katja: That's okay. Remember to tell me if you have any problems.
- Customer meeting minutes
 - Katja: Very well written. You are now back on track, and know what to do.

5. Review/approval of attached phase documents

- Report: Katja checked in through, but you should now focus more on the customer things. Peder has to see that things are progressing.