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| MINUTE 1 | | | **14.03.18** | **12:30** | | **WEEIA, building a10, 3rd floor** |
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| **MEETING CALLED BY** | | dr inż. Krzysztof Grudzień, dr inż. Zbigniew Chaniecki | | | | |
| **TypE OF MEETING** | | Team Project meeting | | | | |
| **CHAIRPERSON** | | Aleksander Bobiński | | | | |
| **NOTE TAKER** | | Mario Fukuoka | | | | |
| **ATTENDEES** | | Mario Fukuoka, Aleksander Bobiński, Maciek Grzelczak | | | | |
| **absent** | | Patryk Chodorowski | | | | |
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| discussion 1 | | | | |  | |
| **TOPIC** | presentation of work prepared since last meeting | | | | | |
| We tried to answer the fundamental questions about software licenses, such as what they are and who they are for. We also presented our research about software licensing audits. | | | | | | |
| **CONCLUSIONS** |  | | | | | |
| We should consider the problem in a less abstract way, and approach it more from a practical point of view, and simply state the problem as something like “what is on my computer”, or “which programs are legally installed and used”. | | | | | | |

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| discussion 2 | |  |
| **TOPIC** | surveys & interviews | |
| The supervisors recommended us to gather data in forms of interviews and surveys in order to better define the problem and then find a use & demographic for our potential tool or program. | | |
| **CONCLUSIONS** |  | |
| We should prepare and gather data using interviews and surveys. | | |

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| discussion 3 | |  |
| **TOPIC** | organization | |
| We were given tips on handling agendas and other files or documents. | | |
| **CONCLUSIONS** |  | |
| We should send all useful files such as agendas or notes to our instructors the day before the meeting, so that they may be printed out for easier use and reference during the meeting. | | |