



Minutes of Meeting

Project	Real-time Bridge Monitoring	Date	28.10.13
		Start-end time	07:00:00 PM – 07:58:00 PM
Responsible	Marko Brcic	Location / type	Hangouts IT-SWE-CRO

Attended by	Location	Remarks
Andrea Bottoli	Milano	
Dzana Kujan	Västerås	
Lorenzo Pagliari	Milano	
Marko Brčić	Zagreb	
Miraldi Fifo	Västerås	
Nikola Radisavljevic	Västerås	
Jörn Tillmanns	Västerås	

1. Team roles

We discussed about the team roles and decided for each member which role to have

CONCLUSION: We assigned two roles to each member

- Andrea Bottoli – Project leader, developer
- Lorenzo Pagliari – Designer, developer
- Dzana Kujan – Team leader, developer
- Jörn Tillmanns – Database manager, developer
- Fifo Miraldi – Tests manager, developer
- Nikola Radisavljevic – Integration manager, developer
- Marko Brcic - Document manager, developer

2. Tasks

We will need to make better tracking of tasks. We discussed about transferring the tasks from Google spreadsheet document to Github. There is also an Eclipse plug-in and the Mylyn connector for Github can be installed .

CONCLUSION: We will transfer all the tasks to Github in time so we can easily track them during development phase

ACTION: Each of the members should install the connector in Eclipse

3. Project plan document progress

We talked about what is done and what still needs to be done till today's deadline for the Project plan document

CONCLUSION: We need to roll our sleeves and work hard in the next few hours and then we will meet all again and we should assemble all the parts for the final version that we will publish.

ACTION: Each of the members should finish what we already agreed before about the assignments on the Project plan document.

4. Tomorrow's meeting with the customer

We talked about how should we prepare for the tomorrow's second meeting with the customer and what topics are there to still be discussed.

CONCLUSION: We should show to the customers the sketches that we made and we should talk with them if they agree with our proposal of the solution.

5. Things we need to do by midnight deadline

We will continue to work on the documents and we will meet again at 09:30 PM on Hangouts

CONCLUSION: Each member should finish his/her tasks

6. Presentation on Thursday

We talked about who will make the presentation and present on Thursday.

CONCLUSION: We decided on Lorenzo and Fifo

ACTION: Lorenzo and Fifo should prepare the presentation for Thursday