			Minutes of Meeting	

Project	Real-time Bridge Monitoring		Date	31.10.13
			Start-end time	06:15:00 PM – 07:42:00 PM
Responsible	Marko Brcic		Location / type	SWE – CRO – IT

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	
Ghazal Shojaee	Milano	

1. Documentation part

We discussed about the requirements and design document. What needs to be done and who should do it.

CONCLUSION: We will split in two teams. The Swedish part will work on the requirements, except for Jorn who will work on the design with Italian side

2. New team member

We received a new team member Ghazal Shojaee. We discussed with her about her preferences and skills and in what way to integrate her in our team. Andrea also explained to her what we did by now, and what are the documents that she should read to catch up with us.

CONCLUSION: We assigned a role UI manager / developer to Ghazal and we did our best to make her feel as part of the family

3. Parameters

We discussed about the special part in the requirements concerned with parameters. We received info from the customer that the parameters can be changed. This happens not so often. When the parameters are changed, the whole history of data should be changed so we should think about the performance part from the beginning and create the database and the application as soon as possible.

CONCLUSION: We should study a bit more how to implement the parameters module into the database

4. Design and requirements

We discussed about the design and requirements in general.

CONCLUSION: We agreed on the technologies used and discussed a lot about the design and requirements of the project

5. Team policy documents

   We discussed about the team policy documents

   CONCLUSION: We need to study them all so we can change some things if needed as soon as possible.

   ACTION: Each of the members should study the team policy documents.