Minutes of meeting with the Customer (#3)

Place: Gloshaugen, Room
Date: 29 August 2013
Time: 16:00

Members present: Peder Kongelf, Agnethe Soraa, Tomas Dohnalek, Jan Bednarik, Milos Jovac

Members not present: (none)

Agenda items covered:

#	Item
1	Approval of agenda
2	Approval of minutes from last meeting.
3	Requirements.
4	Other issues.

Decisions:

#	Decision	Reason
1	More information about minutes.	Provide more formal information about decisions. Reduce chance of misunderstanding.
2	More technical issues in appendix.	Provide more formal information about decisions. Reduce chance of misunderstanding.
3	Send customer link with notes.	Customer demand.
4	Research and use Testflight.	Customer proposal.
5	Scaling decision.	We are probably not able to make application for rock concert in 13 weeks.
6	Not focusing much on testing.	Customer proposal.
7	Milestones are not connected to sprints. Additional milestones can be added. We can use hard-coding for milestones.	Customer proposal.
8	We have to create a better agenda.	To be more efficient during meetings.
9	We will use Gantt chart and burn-down chart.	To check if we are working according to schedule.
10	Documentation should show the changes not to redefinining it.	
11	We have decided to end our Sprint0 prematurely and start Sprint1 on Monday 2 September.	We want to start working on core of the project asap.

12	Be more active and independent. Try to make decisions. Event a part of team can make decisions, not whole team is necessary.	Not everyone has to decide about everything.
13	Instead of story points we will use hours. We will fill worked hours on story into Gravity.	Gravity supports only hours, it is useful to compare estimate hours and real hours.

Action items:

#	Action items	Who	Due date
1	Correct previous minutes		
2	New labels in gravity: admin, report, tools/tech		
3	Research Hockey		
4	Put paragraph in report about scaling down the project and main taks is domain.		
5	When we start working replace QA paragraph in Project plan with explanation how do we want this app to work.		
6	Put decision why we choose Gravity to Report		
7	Change our milestones. Use milestones from google docs. Turn them to stories.		
8	Change the limitation paragraph out the research. Find a tool.		
9	Colorcode skill table. Do risk analysis.		
10	Put into report that we all equal, we don't need roles,		
11	Plan the meeting for Monday.		
12	Stories out of scope should be mentioned in final report.		

Finished action items:

#	Action item	When	Who

Summary:

Next meeting: 2 September 2013, exact time TBA

Meeting adjourned at 18:00.