
Minutes of meeting with the Customer (#4)

Place: Gloshaugen, Room

Date: 12 September 2013

Time: 17:00

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

Members not present: (none)

Agenda items covered:

#	Item
1	Live demo & youtube demo.
2	Other issues.

Decisions:

#	Decision	Reason
1	Sprint 2 will be about multiple clients, sending different signals to different clients.	
2	We will choose user stories for sprint 2 on ourselves and customer will just approved them.	
3	Sprint 3 will be focused on image processing.	
4	Customer approved us to finish stories without his supervising in our scrum tool.	Otherwise burndown chartt would be untruth.
5	Assign a story or task to one or two members and if the task's estimation is longer than 2 days, divide more.	Customer suggestion.

Action items:

#	Action item	Who	Due date
1	Choose stories for sprint 2		
2	Create compulsory requirements from what we have done, milestones and user stories. Send it to customer for approval.		

Finished action items:

#	Action item
1	Research HockeyApp
2	New labels in gravity: admin, report, tools/tech (we dont use gravity anymore)
3	Put paragraph in report about scaling down the project and main taks is domain.
4	Add decision why we choose Gravity (or other tool) to report.
5	Change our milestones. Use milestones from google docs. Turn them to stories.
6	Change the limitation paragraph in the research.
7	Find tool to make a Gantt chart and burndown chart.
8	Colorcode skill table. Do risk analysis.
9	Put into report that we all are equal, we do not need roles.
10	Plan the meeting for Monday.
11	Set up collaboration tool (Gravity did not work)
12	Finish the first draft of the project plan

Pending action items:

#	Action item	Who	Due date
1	Research and set up the issue tracking system.	Tom	19 September
2	Stories out of scope should be mentioned in final report.	all	cont.

Summary: We have started by showing the customer our live prototype and we have also sent him video on youtube with demonstration of working prototype. Customer was satisfied with the video and suggested recording our future prototypes. After that we started planning next sprint, we decided to focus on multiple client support and sprint 3 will be focused on image processing. Customer suggested that we should work on core modules from the beginning and refine them in future so we can catch problems in early phases.

Next meeting: 19 September 2013, 16:00

Meeting adjourned at 17:40.