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# Minutes of meeting with the Supervisor (#5)

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**Place:** Glosaugen, Room

**Date:** 27 September 2013

**Time:** 10:15

**Members present:** Anh Nguyen Duc, Agnethe Soraa, Jan Bednarik,

**Members not present:** Tomas Dohnalek, Milos Jovac

**Decisions:**

#	Decision	Reason
1	Agree with the customer on the strict and detailed requirements.	The customer should not add or change the requirements during the product development. It would be to risky for the team as the time is limited.

**Action items:**

#	Action item	Who	Due date
1	Rework the Work breakdown structure.	Jan	27 September
2	Prepare the strict requirements list for the customer and ask for his approval.	all	4 October
3	Connect the non-functional requirements to the architecture section in the report.	all	14 October

**Finished action items:**

#	Action item
1	Reduce number of chapters in report.
2	Create sequence diagram (flow diagram) for architecture section.
3	Structure and organize the sprint user stories.

**Pending action items:**

#	Action item	Who	Due date
1	Improve connection between user stories and requirements.	all	14 October

**Summary:** We started the meeting with the demonstration of the prototype 2 using the YouTube video. Then we discussed the work breakdown structure. The supervisor suggested that that each level of the WBS

tree should be consistent and that we should not mix up the activities with deliverables. the connection between user stories and requirements were then discussed and the decision to better connect the non-functional requirements with the "Architecture" section in the project report was made. We also discussed the requirements with the advisor. He suggested that we should make the list of strict requirements and agree with the customer on approving of them. The main reason for doing so is the fact the customer started to add and/or adjust the requirements which might be too risky for the team as we lack enough resources (mainly the time). We also asked the supervisor for the advice who to talk with about the image processing. The supervisor will suggest the proper person and/or department.

**Next meeting:** 4 October

**Meeting adjourned at 11:30.**