
Minutes of meeting with the Customer (#3)

Place: Gloschaugen, 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 redefining 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. Even 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	Jan	30 Aug
2	New labels in gravity: admin, report, tools/tech	Tom	30 Aug
3	Research HockeyApp	Jan	12 Sep
4	Put paragraph in report about scaling down the project and main tasks is domain.	Milos	30 Aug
5	When we start working replace QA paragraph in Project plan with explanation how we want this app to work.	all	cont.
6	Add decision why we choose Gravity (or other tool) to report	Jan	30 Aug
7	Change our milestones. Use milestones from google docs. Turn them to stories.	Milos	30 Aug
8	Change the limitation paragraph in the research.	Agnete	30 Aug
9	Find tool to make a Gantt chart and burndown chart.	Jan	30 Aug
10	Colorcode skill table. Do risk analysis.	Tom	30 Aug
11	Put into report that we all are equal, we do not need roles.	Jan	30 Aug
12	Plan the meeting for Monday.	all	30 Aug
13	Stories out of scope should be mentioned in final report.	all	cont.
14	Set up collaboration tool (Gravity did not work)	all	30 Aug
15	Finish the first draft of the project plan	all	2 Sep

Finished action items:

#	Action item	When	Who
1	Research booking of videoconference room	27 August	Agnete, Jan
2	Set up LaTeX template for meeting minutes and report	27 August	Tom
3	Set up AgileZen (we decided for other tool - Gravity)	28 August	all
4	Project plan (we did not finish)	29 August	all

Summary:

Next meeting: 2 September 2013, exact time TBA

Meeting adjourned at 18:00.