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# Minutes of meeting with the Supervisor (#1)

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**Place:** Gloschaugen, Room 054

**Date:** 23 Auhust 2013

**Time:** 10:20

**Members present:** Anh Nguyen Duc, Agnethe Soraa, Tomas Dohnalek, Jan Bednarik, Milos Jovac

**Members not present:** (none)

**Agenda items covered:**

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#	Item
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**Decisions:**

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#	Decision	Reason
1	Decided weekly meetings on fridays 10:20.	For good cummunication.
2	Decided for supervispor to book a room for the meetings for the rest of the semester.	Easier for the supervisor to get the good rooms..
3	Decided to fix the scope of the project.	Speed up and understand project before develop-ing.
4	Decided to communicate with supervisor throuh one person.	Its easier for supervisor to have control over all the different groups.

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**Action items:**

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#	Action items	Who	Due date
1	Start writing project plan (estimations, risks).	all	27 August
2	Read old reports.	all	continuosly
3	Agree with customer on scope of the project and teh requirements.	all	5 September
4	Add internal goals	all	26 September
5	Add learning tasks.	all	26 September

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**Finished action items:**

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#	Action item	When	Who
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**Summary:** We started by presenting ourself, and our backgruonds. The supervisor gave us information about how we would be evaluated, the content of the reports, and due dates. He also gave us tips about reading old reports, and start to working on the project plan immediatley. We desiced time and place for

weekly meetings for the rest of the semester.

**Next meeting:** 6 September 2013, 10:20 Gloschaugen (Room 054)

**Meeting adjourned at 11:00.**