
Minutes of meeting with the Customer (#1)

Place: Gloshaugen, Room H415

Date: 21 August 2013

Time: 13:30

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

Members not present: (none)

Agenda items covered:

#	Item
1	Get to know the task, the group and the customer.
2	Exchange contact information.
3	Agree on collaboration tools.

Decisions:

#	Decision	Reason
1	Sprint length takes 2 weeks.	Semester is just few months. We want to be as frequent as possible.
2	Sprint 0 starts on 23 August 2013. CHANGES: 26. august.	One team mate is not here, and there were a lot of meetings.
3	The team will use Facebook group, Google Drive, GitHub, Skype as collaboration tools.	We use Skype beacuse the customer is in Oslo. We know these tools, so we don't have to spend time learning new technology.
4	The team will have weekly meetings with its customer.	Good communication with customer.
5	The team will use scrum methodology, Agnethe Soraa was appointed as a scrum master.	Agnethe and the customer has experience with Scrum.

Action items:

#	Action item	Who	Due date
1	Agree on customer meeting.		22 August
2	Agree on supervisor meeting.		22 August
3	Set up skype conference.		22 August

4	Research and set up the issue tracking system.	25 August
5	Add sprint goals for sprint 0.	22 August
6	Research scrum, GitHub, LaTeX, Trello, pair programming. TIP: We eill move this to sprint 0	30 August
7	Read compendium and available info about this course.	22 August
8	Find a videoconference room.	30 August
9	Write a project plan.	30 August

Finished action items:

#	Action item
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Pending action items:

#	Action item
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Summary:

Next meeting: 22 August 2013, 15:00, Gloshaugen (Room 415)

Meeting adjourned at 16:30.