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# Minutes of meeting with the Supervisor (#8)

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**Place:** Gloschaugen

**Date:** 29 October 2013

**Time:** 10:15

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

**Members not present:** (none)

**Decisions:**

#	Decision	Reason
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**Action items:**

#	Action item	Who	Due date
1	(1.2) Merge sprint chapters into Implementation chapter.		
2	(1.2) Attachments and references are supposed to be in appendix.		
3	(1.4) Include customer in the text, describe purpose and write why is it needed and what is the point of having such a product.		
4	(1.5) Say what is the scope of terminology, add Digital Lighter there, and move it to the end		
5	(1.6) Do not use <i>objectives</i> words for goal.		
6	(1.6.1) Be more specific, specific dates, requirements (instead of guidelines), customer satisfaction should be mention		
7	(1.4) Write reflection about personal goals		
8	(1.7.1) Write more information about Peder and move the section <i>Customer</i> more up (part of general information)		
9	(1.7.2) Delete the part about intention for 5-7 students		
10	(1.3) Rewrite the title.		
11	(1.7.5) Surround table by text.		
12	(2.2) One can choose - We were choosing – be more specific		
13	(2.2) Do not refer to methodology as a technique		
14	(3.1) Explain items of WBS and move the figure in the text		
15	(all) Table and Figures are with capital		
16	(3.3) An explanation for proactive and reactive measure is needed		
17	(3.3.1) Remove title, merge it to Risk management		
18	(3.4.3) Add supervisor collaboration		

19	(Table 3.4) Fill the spent time
20	(3.5) Create a table summarizing what we use from Scrum.
21	(3.7.2) Explain the length of sprints.
22	(4.1) and (4.3) Add a reference
23	(4.2) Remove title
24	(4.3.2) Specific values for non-functional, remove N5, N6
25	(all) Use page when referencing.
26	(sprints retrospective) Follow question (what went wrong, what went well, what should we start doing).
27	(sprints) Better feedback from customer.
28	(sprint stories) Explain hours in tables.
29	(7.3) Rename to preliminary studies.
30	(7.6)
31	(Figure 7.8) Reference the statistics.
32	(7.6) Link risks.
33	(7.7.2) Write better reflection.

#### Finished action items:

#	Action item
1	Change title preliminary studies in sprints.
2	Remove test section in sprints and move it in the test/evaluation chapter.
3	Put burndown chart into implementation section in sprints.
4	Describe how we use scrum (we use customer meetings, standups, etc)

#### Pending action items:

#	Action item	Who	Due date
1	Connect the non-functional requirements to the architecture section in the report.	all	11 November
2	Write the section in Sprint 3 chapter regarding image processing pre-study.	all	11 November

#### Summary:

**Next meeting:** TBA

**Meeting adjourned at 11:55.**