Minutes of meeting with the Supervisor (#8)

Place: Gloshaugen
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
1		

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 *objectives* words for goal.		
6	(1.6.1) Be more specific, specific dates, requirements (instead of guidelines), customer satisfaction should be mention		
7	(14) Write reflection about personal goals		
8	(1.7.1) Write more information about Peder and move the section *Customer* 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

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.