
Minutes of meeting with the Supervisor (#2)

Place: Gloschaugen

Date: 06 September 2013

Time: 12:00

Members present: Anh Nguyen Duc, 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 the last meeting.
3	Questions and discussion regarding the project plan.
4	Other issues.

Decisions:

#	Decision	Reason
1	Basic req. & sprint req. sections.	

Action items:

#	Action items	Who	Due date
1	Break-down structure section.	Agnethe	13 September
2	Discuss with customer compulsory requirements and write them into final report.	all	12 September
3	Write Time-estimation in report.	all	27 September
4	Write subsection Requirements in Project scope section.	all	27 September
5	Add chapter Pre-study	Agnethe	27 September
6	In General terms put subsection Customer Constrains, move the stuff we have there.	Agnethe	27 September
7	Add chapter Evaluation, Terminology.	Agnethe	12 September
8	Methodology move to different section, not in General Terms.	Agnethe	27 September
9	Do the time estimation and time tracking.	all	start asap

Finished action items:

#	Action item	When	Who
1	Start writing project plan (estimations, risks).	continuosly	all
2	Read old reports.	continuosly	all
3	Agree with customer on scope of the project and tech requirements.		
4	Add internal goals.	done during group dynamics	all

Summary: First we have introduced what we have done since our last meeting. Then we went through the Project plan and supervisor suggested some changes in structure and starting to integrating Project plan to Final report. Supervisor also suggested that we should clear our description of project and requirements. We have decided that we will not use test-driven development, because our customer suggested not to focus on testing. We discussed adding goals to project report. We have decided to make a similar demonstration for supervisor as a for a customer in next meeting.

Next meeting: 13 September 2013, 10:00

Meeting adjourned at 13:10.