
Minutes of meeting with the Customer (#2)

Place: Gloschaugen, Room H416B

Date: 22 August 2013

Time: 15:15

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

Members not present: (none)

Agenda items covered:

| # | Item |
|---|---|
| 1 | Approval of agenda and approval of minutes from last meeting. |
| 2 | Comments to the minutes from last meeting. |
| 3 | Agree on regular customer time. |
| 4 | Technical questions regarding the project. |
| 5 | Other issues. |

Decisions:

| # | Decision | Reason |
|---|--|--|
| 1 | To add summary and reasons for action points to minutes. | It is easier to track the decisions and bullet points. |
| 2 | We set up SCRUM schedule. | Start with the project as soon as possible. |
| 3 | We agreed on client-server architecture. | Natural solution for this kind of task. |
| 4 | We agreed on client-server architecture. | Hardware resources accessible to us. Most used platform worldwide. |
| 5 | We agreed on scaling down the problem. | Shorter time to implement minimum viable product. |

Action items:

| # | Action items | Who | Due date |
|---|--|------------|-----------|
| 1 | Research booking of videoconference room | All | 27 August |
| 2 | Project plan | Jan, Milos | 27 August |
| 3 | Set up LaTeX template for meeting minutes and report | Tom | 26 August |
| 4 | Set up AgileZen | Agnethe | 26 August |

Finished action items:

| # | Action item | When | Who |
|---|---|-----------|---------|
| 1 | Agree on customer meeting. | 22 August | All |
| 2 | Agree on supervisor meeting. | 22 August | All |
| 3 | Set up skype conference. | 22 August | Jan |
| 4 | Read compendium and available info about this course. | 22 August | All |
| 5 | Find a videoconference room. | 23 August | Agnethe |

Summary: First we discussed with the customer which methodology we should use and we agreed on Scrum with the sprint length of 2 weeks and Sprint 0 starting on 23 August. We will carry on the weekly meetings with customer on Thursdays 16:00. The rest of the meeting was devoted to the technical issues regarding the software itself. The customer explained his vision and suggested the server-client architecture. Both applications should be uploaded to the corresponding application store. We agreed on scaling down the problem so that we could deliver the minimum viable product sooner.

Next meeting: 29 August 2013, 16:00, Gloschaugen (to be agreed on)

Meeting adjourned at 17:15.