
Minutes of meeting with the Customer (#3)

Place: Gloshaugen, Accenture lab and Oslo

Date: 29 August 2013

Time: 16:00

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

Members not present: (none)

Decisions:

#	Decision	Reason
1	More information about minutes.	Provide more formal information about decisions. Reduce chance of misunderstanding.
2	More technical issues in appendix.	Provide more formal information about decisions. Reduce chance of misunderstanding.
3	Send customer link with notes.	Customer demand.
4	Research and use Testflight.	Customer proposal.
5	Scaling decision.	We are probably not able to make application for rock concert in 13 weeks.
6	Not focusing much on testing.	Customer proposal.
7	Milestones are not connected to sprints. Additional milestones can be added. We can use hard-coding for milestones.	Customer proposal.
8	We have to create a better agenda.	To be more efficient during meetings.
9	We will use Gantt chart and burn-down chart.	To check if we are working according to schedule.
10	Documentation should show the changes not to redefining it.	To track our work progress.
11	We have decided to end our Sprint0 prematurely and start Sprint1 on Monday 2 September.	We want to start working on core of the project asap.

12	Be more active and independent. Try to make decisions. Even a part of team can make decisions, not whole team is necessary.	Not everyone has to decide about everything.
13	Instead of story points we will use hours. We will fill worked hours on story into Gravity.	Gravity supports only hours, it is useful to compare estimate hours and real hours.

Action items:

#	Action item	Who	Due date
1	Correct previous minutes	Jan	30 Aug
2	New labels in gravity: admin, report, tools/tech	Tom	30 Aug
3	Research HockeyApp	Jan	12 Sep
4	Put paragraph in report about scaling down the project and main tasks is domain.	Milos	30 Aug
5	When we start working replace QA paragraph in Project plan with explanation how we want this app to work.	all	cont.
6	Add decision why we choose Gravity (or other tool) to report	Jan	30 Aug
7	Change our milestones. Use milestones from google docs. Turn them to stories.	Milos	30 Aug
8	Change the limitation paragraph in the research.	Agnete	30 Aug
9	Find tool to make a Gantt chart and burndown chart.	Jan	30 Aug
10	Colorcode skill table. Do risk analysis.	Tom	30 Aug
11	Put into report that we all are equal, we do not need roles.	Jan	30 Aug
12	Plan the meeting for Monday.	all	30 Aug
13	Stories out of scope should be mentioned in final report.	all	cont.
14	Set up collaboration tool (Gravity did not work)	all	30 Aug
15	Finish the first draft of the project plan	all	2 Sep

Finished action items:

#	Action item
1	Research booking of videoconference room
2	Set up LaTeX template for meeting minutes and report
3	Set up AgileZen (we decided for other tool - Gravity)

Pending action items:

#	Action item	Who	Due date
---	-------------	-----	----------

1	Research and set up the issue tracking system.	25 August
2	Add sprint goals for sprint 0.	22 August
3	Write a project plan.	30 August

Summary: We started with discussing the meeting minutes from the last meeting. Customer suggested we should put more information in meeting minutes, even the technical ones (possibly in appendix). We presented to the customer the collaboration tool Gravity. Customer suggested to use certain tags such as *admin*, *research*, *report*, *tools/technologies*, etc. Customer also suggested to use the HockeyApp service to distribute the application.

We then presented our milestones but customer did not agree and advised us to take more agile approach. Customer suggested a few specific milestones and tasks, we will utilize them. The utilization of Gantt chart and burndown chart was suggested in order to keep track on whether we are behind plan. We moved on to discuss the report. According to the customer the report should display changes so we should not rewrite the content. We might also use more diagrams and charts.

We then discussed the user stories. We should present the new roles e.g. *concert manager*. During the effort estimation we will use hours instead of points. customer then decided how important each story is.

Next meeting: 2 September 2013, exact time TBA

Meeting adjourned at 18:00.