Minutes of Meeting

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| **Summary** | | | | | |
| **Meeting Topic** | First Meeting | | | | |
| **Date** | 14 Nov 17 | **From** | 13:00 | **To** | 14:00 |
| **Location** | PL.3 | **Note Taker** | Laurenz Gebauer, Bernhard Pranz | **Duration** | 1 hrs |

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| **Agenda** | |
| **Time** | **Topic** |
| 15 mins | Getting to know each other |
| 20 mins | Presenting the project to our project advisor |
| 25 mins | Suggestions from the project advisor |

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| **Attendee List** | | | |
| # | **Name** | **Present?** | **Reason of Absence** |
| 1 | Laurenz Gebauer | Y |  |
| 2 | David Krög | Y |  |
| 3 | Bernhard Pranz | Y |  |
| 4 | Markus Schiller | Y |  |
| 5 | Jürgen Punz (Project advisor) | Y |  |

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| **Meeting Notes** | |
| 1 | Start early with documentation |
| 2 | Dividing the team (two responsible for Android, two responsible for iOS) |

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| **Action Items** | | | |
| # | **Task** | **Person Responsible** | **Due Date** |
| 1 | Starting with Documentation | Bernhard Pranz  Laurenz Gebauer | TBD |
| 2 | Project integration in BitBucket | David Krög | TBD |
| 3 | Configure Database | Markus Schiller | TBD |