Bachelor initialization meeting

Time	13:00 January 26th, 2017
Place	Kongens gate 11, 7013 Trondheim. Digitalt Førstevalg.
Attending	● Harald Floor Wilhelmsen ● Kenan Mahic ● Erlend Tobiassen ● Jan Harald Nilsen (supervisor) ● Runar Andersstuen (contractor)
Meeting purpose	Bring the supervisor and contractor up to speed on the immediate and future plans for work and features on the cion product, as well as to get input on the these plans.

Agenda

1. Meeting request review
2. Plan for what meetings when
3. Plan until next meeting
4. Project owner input
5. Progression-plan
   a. What documents to turn in and when
      i. Requirements document
      ii. Vision Document
6. Routine decisions walkthrough + review
   a. Hours
   b. Meeting requests and reports
7. Project technical depth and grading
8. Additional items

Report

Agenda items

1. Request OK
2. Meetings
   a. Monthly demo-meetings with supervisor, end-users and contractors
   b. Weekly status meetings with contractor
3. Plan until next meeting requirements document, vision document
4. Project owner input:
   a. Vision and requirements documents written so that all actors agree on what the goal is
5. Documents (23rd of May)
   a. Contract between actors (Week 5)
   b. Project plan document (week 5)
   c. Requirements document:(week 5)
   d. Vision document: (week 5)
   e. Terms and explanations - alphabetical (continuously updated and turned in)
      i. JIRA epics, explain what our epics are and what they mean/entail
   f. System documentation: readthedocs with pdf download (draft, week 7)
      i. Explain actions taken, and why, to secure the solution
   g. Report (find a journal and follow their guidelines. Also see another set of guidelines):
      i. Scientific:
         1. UX/UI User tests after permission system is implemented
      ii. Security
         1. How, what and why. Write about what attacks the solution is secure against and why. Cite sources.
      iii. State of the art
         1. Compare with existing similar projects/products
      iv. Citations
         1. IEEE as in the fall project report
6. Routine decisions walkthrough + review
   a. Report from weekly status meetings
7. Project tech depth and grading:
   a. Don't overestimate the readers of the final report
   b. Shared terms and explanations document
8. Adt. items:
   a. Contract between actors (Week 5)
   b. Grading
      i. 50% product + 25% process + 25% documentation