

► **M6 - Remote Collaboration in Virtual Teams - Meeting No. 1**  
**SoSe2017 – Team „White “**

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Date:	Time from	until:	place:	Meeting-No.:
Friday/Tuesday, 31.03.2017	16/17:00	17/18:00	Skype	1
Present:		Scribe:	Faciliator:	Missing:
All the team members		Diana	Bernardo	none

TOPs:	Who does what?	(till) when?	done?
<b>CURRENT</b>			
<p>■ <b>Organisation</b>            We agreed to use Skype because it features good chat functions and video calls, screen sharing;</p> <p><b>Agreement:</b> To use Slack in order to upload documents and to further achieve a transparent work flow;</p>	Members decide which technology to use to communicate	From now till the end of the course	<input checked="" type="checkbox"/>
<p>■            We agreed upon who will take the role of the facilitator and the role of the scribe;</p> <p>We talked between each other about what we have to do, in order to be sure that everybody understood the course requirements;</p> <p>Discussed about how we will communicate in the future: slack group, github repo;</p> <p>Talked about the ideas of each of the uploaded presentations;</p>	All	today	
<b>TO DOs UNTIL THE NEXT MEETING</b>			
To do research APIs which can help us to extract data: Germany - about Twitter Romania - about Facebook			

Date of next meeting:	Time from:	until:	place:
Freitag, 04.04.2017	18/19:00	19/20:00	Skype
Scribe:		Faciliator:	
Muhammad		Bernardo	