

► **M6 - Remote Collaboration in Virtual Teams - Meeting No. 10**  
**SoSe2017 – Team „White “**

[12.05.2017] page 1 of 2

Date:	Time (German time) from	Until (German time):	place:	Meeting-No.:
Friday, 12.05.2017	16:00	16:44	Skype	10
Present:		Scribe:	Facilitator:	Missing:
Everyone		Benjamin	Bernardo	none

TOPs:	Who does what?	(till) when?	done?
<b>CURRENT</b>			
<p>■ <b>Reviewing and handing in the research paper</b></p> <p>We were discussing if any changes are necessary to perform to this research paper.</p> <p><b>Agreement:</b></p> <p>Everyone was agreeing on the current status of the research paper, and it can be handed in. It was decided that Bernardo will take care of handing in the paper.</p>			<input checked="" type="checkbox"/>
<p>■ <b>Providing feedback and lessons learnt to each other</b></p> <p>Feedback from every member was collected and discussed. The way of communication was seen as a positive aspect since we have used Slack, which was considered as useful. We were able to stay in touch, and directly react to messages.</p> <p>For people, who are working apart from the studies, the time for these meetings were difficult to manage. We have followed the dates, which were stated in the syllabus because it was not clear if we can choose individual dates for meetings.</p> <p>The distribution of the work was unequally, and perhaps tools like Jira could have helped us to structure the task distribution.</p> <p>The tools (Google Drive, Skype, Slack and Wiggio), we have used, were all considered as useful and supportive of reaching our goal.</p> <p><b>Agreement:</b></p> <p>It should be possible to choose dates for the meetings according to the preferences of the team.</p> <p>It was difficult, but</p>			<input checked="" type="checkbox"/>

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[12.05.2017] page 2 of 2

<p>we are all satisfied with the collaboration and the result, we have delivered.</p> <p>Furthermore, we agreed on staying in touch through Slack if any questions or doubts are occurring by writing the individual report.</p>			
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