

## **Team Savox**

### Notes

24.1.2019

Present: Joel Salminen, Nidal Abu Raed, Teemu Hokkanen ja  
Ville Tele

---

### **1. General information**

### **2. Challenges**

- Couldn't attend Thursdays lecture
  - Missed our teams presentation
    - Should send email to lecturer

### **3. This week**

Tasks from moodle:

- Prepare your team agreements
  - Ok
- Contact your customers to have a meeting/skype on second week
  - Email to start the process
    - About our group
    - Remote options
    - First meeting?
- Meetings with your customers
  - After opening the conversation propably next week
- IPRs, NDAs and agreements
  - If needed
- Needs and possible stakeholders
  - Stakeholder analysis matrix (document from moodle)
    - Will be done after meeting
- Setup your teamspace (device what to use)
  - GitHub (some version control)
    - Talked about gitlab
  - BitBucket
  - Slack
    - Might be an option, if we find a real purpose for it
  - Google Drive
    - First thing we did
- Teams may use various workspaces for different purposes but remember that you have at least 3 uses/interfaces
  - Team communication
    - Whatsapp
  - Communication towards your teachers
    - To be decided
  - Communication with your customer
    - To be decided
- Weekly report submission, Deadline: Sunday 27th Jan, 2019 23:55 pm

#### **4. Next week**

- Requirements
  - Probably next week after the meeting

#### **5. Conclusions**

Tasks to be done:

- Email to Jari about Thursday
  - Joel
- Email to customer about our team and to start the conversation
  - Ville
- Update our wiki pages
  - Nidal
- Deliver our weekly report
  - Teemu