

# SeGaBu Project – Meeting Minutes

## Final Steering Group Meeting – 4th of December

Meeting was called to order at 3:00 p.m. at the IT120 meeting room.

### Attendees Present:

Juho Mattila, Customer  
Eeva Leinonen, Customer  
Aryan Firouzian, Customer  
Ilkka Hietaniemi, Customer  
Mika Haapaniemi, Customer  
Iikka Paajala, Project Supervisor  
Anni Ahonen, Project Team Member  
Toni Närhi, Project Team Member  
Joni Pennala, Project team Member  
Aatos Lang, Project team Member

### Opening of the meeting

- Anni ahonen opens the meeting at 15:08 p.m.
- Motion: To select the chairman
- Vote: Suggested chairman Juho Mattila approved unanimously
- Resolved: As a chairman in this meeting acts Juho Mattila
- Motion: To select the secretary
- Vote: suggested secretary Aatos Lang approved unanimously
- Resolved: As a secretary in this meeting acts Aatos Lang
- Motion: To select the inspectors
- Vote: Suggested inspectors Iikka Paajala and Aryan Firouzian approved unanimously
- Resolved: As an inspector in this meeting acts Iikka Paajala and Aryan Firouzian

### Approving the agenda

- Motion: To approve the agenda
- Vote: Unanimous approval
- Resolved: The agenda is approved

### Project's status presentation by the project manager

- Status of the project presented by Anni Ahonen
  - Project progressed mainly as planned
  - Slight changes on resource allocation
- Purpose of the project presented by Anni Ahonen
  - Continuing Hire.me development (bug fixing, additional features)

- Goal to get improved version of Hire.me for testing in MegaMatchmaking 2017
- Results of the project presented by Anni Ahonen
  - Deliveries done as planned
- Status of the backlog presented by Anni Ahonen
  - Status of the backlog seem very good
  - Most of the tasks implemented
- Project schedule presented by Anni Ahonen
  - Schedule looks good
  - Mostly matching with the actual progress
- Resource usage presented by Anni Ahonen
  - Project management seems to match the planned
  - For design too many hours allocated
  - Hours used for coding exceeded the planned hours
  - For testing too many hours allocated
- Risk analysis presented by Anni Ahonen
  - None of the top-5 risks were not metted
- Other issues presented by Anni Ahonen
  - Lack of documentation caused extra work for developers
  - Difficulties in planning the time consumption
- Purpose of the meeting presented by Anni Ahonen
  - Main thing to evaluate the project implementation and achieved goals

### **Project results**

- Demo of the current application presented by Joni Pennala
- Suggestion by Iikka Paajala: CV button could stand out more. Will be implemented by the project team if enough time
- Question raised by Aryan Firouzian about the source code documentation. Toni will document the backend

### **Project review**

- Motion: To review the Final Report
- Vote: Reviewed and unanimously approved with changes
- Resolved: The Final Report is valid and can be accepted with slight modification/additions (Summary)

### **Other issues**

- Motion: To decide the day for the delivery of the final version of the application
- Vote: Unanimous approval for the suggested time at 8<sup>th</sup> of December
- Resolved: Final application will be delivered 8<sup>th</sup> of December
- Question raised by Juho Mattila: How to act if serious bug or issue exists in application. Project team will be available via WhatsApp and can react to possible issues.

- Motion: To decide the day for the delivery of the final documents
- Vote: Unanimous approval for the suggested time at 15<sup>th</sup> of December
- Resolved: Final documents will be delivered 8<sup>th</sup> of December
  
- Motion: To arrange project closing event
- Vote: Unanimous approval for the suggested time at 15<sup>th</sup> of December, 6 p.m.
- Resolved: Project closing event will be arranged at 15<sup>th</sup> of December, 6 p.m. at Rooster

**Meeting closed at 15:53 p.m. by Juho Mattila.**