

TRIUM Milestone Meeting 2

Date: 21/09/2017
Time: Saudi time 8.30 pm, Nigeria time 6.30 pm, Swiss time 7.30 pm
Media: Skype
Participants: Yetunde (Ye)
 Mohammed (Mo)
 RV (RV)
 Nirari (Ni)
 Sandra (Sa)

Topic	Expected result	Presenter	Document	Time	Minute		
					Task	Resp.	Deadline
1. Opening	We agree with the agenda; important information is given	Sa/all	non	5'			
2. What data do we use	The storyline is set	all	Platform http://triuml.forumotion.com	20'			
3. Key messages	The milestones, incl. Milestone meetings, are set	all	Platform http://triuml.forumotion.com	20'			
4. Organization of writing chapter 2	It is defined, who is doing what	all	non	10'			
5. Feedback Code of Conduct	We agree on the Code of Conduct > Sandra will upload it on moodle with your final ok	alle	eMail from Mohammed (19/9/2017)	5'			
6. Outlook next meeting	<ul style="list-style-type: none"> 28/9/2017 Saudi 8.30 pm Nigeria 6.30 pm Swiss 7.30 pm Feedback Chapter 2 	all	See Milestones below	5'			
7. Close up	We feel comfortable with our group work	Sa/all	-	5'			

TRIUM Assignment 1 – Milestones

September 2017							Oktober 2017						
Mo	Di	Mi	Do	Fr	Sa	So	Mo	Di	Mi	Do	Fr	Sa	So
28	29	30	31	1	2	3	25	26	27	28	29	30	1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	1	23	24	25	26	27	28	29
2	3	4	5	6	7	8	30	31	1	2	3	4	5

Tasks	Responsible	W 37	W 38	W 39	W 40	W 41	W 42	W 43	W 02
Milestone meeting 1 <ul style="list-style-type: none"> Structure ✓ Storyline Platform ✓ 	all	13 and 14							
Fill in sources/data and content in different chapters on platform <i>Important: please indicate already sources correctly and put them appropriately in the Bibliography. Otherwise we will have a big mess. Thanks!</i>	all		20, Saudi 7 pm Nig 5pm Swiss 6 pm						
Milestone meeting 2 <ul style="list-style-type: none"> What data do we use Key messages Organization of writing the different chapters 	all		21 Saudi 8.30 pm Nigeria 6.30 pm Swiss 7.30 pm						
Writing of chapter 2 in subgroups				27 Saudi 8.30 pm Nigeria 6.30 pm Swiss 7.30 pm					
Milestone meeting 3 <ul style="list-style-type: none"> Feedback to chapter 2 				28 Saudi 8.30 pm Nigeria 6.30 pm Swiss 7.30 pm					

Integrate feedback and finalize chapter 2					4 Saudi 8.30 pm Nigeria 6.30 pm Swiss 7.30 pm				
Milestone meeting 4 <ul style="list-style-type: none"> Feedback chapter 2 and give final ok that it is done Organize to write introduction and conclusion 					5 Saudi 8.30 pm Nigeria 6.30 pm Swiss 7.30 pm				
Write Introduction and Conclusion	all					11 Saudi 8.30 pm Nigeria 6.30 pm Swiss 7.30 pm			
Milestone meeting 5 <ul style="list-style-type: none"> Feedback to Introduction and Conclusion Check full text: Do we agree on it for final layout in word format 	all					12 Saudi 8.30 pm Nigeria 6.30 pm Swiss 7.30 pm			
Integrate last feedback	all					17 Saudi 8.30 pm Nigeria 6.30 pm Swiss 7.30 pm			
Layout final text and check bibliography	Mohammed					18 Saudi 8.30 pm Nigeria 6.30 pm Swiss 7.30 pm			
Milestone meeting 6 <ul style="list-style-type: none"> Feedback to full text Final ok to upload on moodle 	all					19 Saudi 8.30 pm Nigeria			

						6.30 pm Swiss 7.30 pm 21 Saudi 12 pm Nigeria 10 pm Swiss 11 pm			
Upload final work at moodle	Sandra						Reserve if needed for any final changes	29	
Celebrate	all								In California in January