# **Vacation Planning – Tiny Coders**

##### 

|  |  |
| --- | --- |
| **Date of Meeting:** | 5/21/2022 |
| **Minutes Prepared By:** | Erika Valle-Baird |

|  |  |
| --- | --- |
| 1. Purpose of Meeting | |
| * Project Overview * First Deliverable Overview * Risk Management Overview * Software Metrics Overview * Discuss Risk Requirements |

|  |  |  |
| --- | --- | --- |
| 2. Attendance at Meeting | | |
| *Name* | *Team* |  |
| Erika Valle-Baird | Tiny Coders |  |
| Domeniko Kodra | Tiny Coders |  |
| Mohammed Khoshkhoiyazdi | Tiny Coders |  |
| Madison Bilko | Tiny Coders |  |
| Collin Cavanaugh | Tiny Coders |  |

|  |  |  |
| --- | --- | --- |
| 3. Meeting Notes, Decisions, Issues | | |
|  |  |

* Team discussed specific duties for first deliverable and what was expected of them.
* Create shareable document for members to contribute to for first deliverable.
  + Erika created documents for all deliverables with links to allow for editing and cohesion.
* Project Plan document created and shared.
* Team discussed specific tasks per member for first deliverable
  + Erika created the task network diagram
  + Erika created Timeline chart
* Discussed possible risks and created the risk table.
  + Went over relevant categories specific to our fears for the risk table.
* Team broke first deliverable into sections to keep track of completed portions along with assigning portions to specific members.
* Project Plan Introduction section assignments:
  + Introduction- Madison Bilko
  + Scope-Mohammed Khoshkhoiyazdi
  + Major Software Functions- Erika Baird
  + Management Functionality- Erika Baird
  + Performance/behavior issues-
* Project estimation section assignments:
  + Intro- Erika Baird
  + Historical data- Erika Baird
  + Software metrics- Collin Cavanaugh, Erika Baird
  + COCOMO table-Domeniko Kodra
  + Function Table- Madison Bilko
  + Weighting factor table-
  + Estimates- Mohammed Khoshkhoiyazdi
  + Project Resource- Madison Bilko
* Risk Management assignments:
  + Complete risk table-Erika Baird, Domeniko Kondra, Mohammed Khoshkhoiyazdi, Madison Bilko, Collin Cavanaugh
  + Process Model-Mohammed Khoshkhoiyazdi
  + Framework activities- Erika Baird
  + Phases table- Erika Baird
  + Task network diagram- Erika Baird
  + Timeline chart- Erika Baird
* Team structures:
  + Structure- Domeniko Kodra
  + Role and description- Collin Cavanaugh
  + Reporting and communication-

|  |
| --- |
| 3. Open Questions, Tabled Items, Outstanding Issues |

* Questions related to first deliverable (5/30)
  + Will the professor push out an example of the risk table as discussed per lecture on 5/16/2022?
  + What are the categories required for said table since the current example is not correct?
  + Do we have any examples of a risk management plan?
  + Should we be creating separate tables for each risk in our plan?
* Future Implementation Questions
  + When should we begin programming the final product?
  + What will the testing process be?
  + Do we need to create our own server for the final product?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4. Action Items | | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Upload Meeting Notes and solicit questions about first deliverable | Erika | 5/22/2022 | In Progress |
| Diagram for Task Network | Erika | 5/22/2022 | Finished |
| Input information for first  Deliverable | All | 5/30/2022 | In Progress |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | |
| *Target Date:* | *5/21/2022* | *Time:* | *3:30PM* | *Location:* | *Virtual Meeting Via Discord* |
| *Objectives:* | * Prepare first deliverable for 5/30 | | | | |