# **Vacation Planning – Tiny Coders**

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| **Date of Meeting:** | 5/29/2022 |
| **Minutes Prepared By:** | Erika Valle-Baird |

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

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| 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 |  |

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| 3. Meeting Notes, Decisions, Issues | | |
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* Team discussed specific duties for first deliverable and what was expected of them.
* Create shareable Power Point for members to contribute to for first deliverable.
  + Erika created documents for all deliverables with links to allow for editing and cohesion.
* Project Plan Power Point created and shared.
* Team discussed specific tasks per member for first deliverable left.
  + Process Model: Waterfall, finished by Mohammed Khoshkhoiyazdi.
  + Software Metrics: finished by Erika Valle-Baird.
    - Formula’s for software metrics were reviewed, to clear up some confusion for team members.
  + Risk Management: finished by Erika Valle-Baird.
    - Reviewed Risk management and explained necessary requirements in terms of risk management to team, as some were unsure of meaning and requirements.
    - Determined probability of each risk as a group.
    - Determined likelihood of each risk as a group.
    - Determined impact of each risk as a group.
    - Determined cost of each risk as a group.
    - Assigned each risk to members of group to ensure complete coverage and enable members to keep an eye out for discussed risks.
* The presentation for the first deliverable was discussed.
  + It was decided that those who did not complete as much work as others on said deliverable would be the speakers.
  + Went over each slide for presentation to clarify any questions and expectations for project plan presentation.

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

* Questions related to first deliverable (5/31)
  + What time would our group be presenting?
  + Do we have enough in our power point presentation to take the necessary amount of time without being under or over?
  + Who will present which slides?
  + Will there be cohesiveness when switching between speakers?
* Future Implementation Questions
  + Who should begin completing which sections in the Requirements Document?
  + Should sections be completed in groups or individually?
  + What kind of diagrams will be required or preferred for the Requirements Document?
  + Will we have enough time between the second deliverable and third to wait to begin the third until after the second deliverable is completed?

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| 4. Action Items | | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Upload Meeting Notes and solicit questions about presentation | Erika | 5/29/2022 | In Progress |
| Upload first deliverable | Erika | 5/31/2022 | In Progress |
| Upload power point presentation | Erika | 5/29/2022 | Completed |
| Upload final copies to all team members | Erika | 5/29/2022 | Completed |

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| 5. Next Meeting | | | | | |
| *Target Date:* | 5/29/2022 | *Time:* | *3:30PM* | *Location:* | *Virtual Meeting Via Discord* |
| *Objectives:* | * Prepare first deliverable for 5/30 | | | | |