Standards Minutes Format

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| **Meeting:** | *Stesura RAD* | **Facilitator/Chairperson:** | *Alfonso Rianna* |
| **Date:** | 10-11-18 | **Note Taker:** | Davide Zambelli |
| **Location:** | Università degli studi di Salerno , aula F8 | **Time Keeper:** | Raffaele Dragone |
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| **In Attendance:** | Rianna Alfonso, Zambelli Davide, Dragone Raffaele | | |
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| **Absent:** |  | | |
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| **cc.:** |  | | |
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| **Next Meeting :** | Università Degli Studi di Salerno Aula F.8 in data 22-11-18 | | |

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| **1.** | **Stesura Requirements Analysis Document** | **A/C/D**  **N/R** | **Person** | **Date**  **Req'd** | **Original Clearance Date for Rolled over actions** |
| **1.1** | Analisi e stesura dei diagrammi dei casi d’uso | N | Davide Zambelli |  |  |
| **1.2** | Analisi e stesura degli scenari | N | Dragone Raffaele |  |  |
| **1.3** | Creazione Mockup | N | Alfonso Rianna |  |  |
| **1.4** | Stesura RAD | N | Team |  |  |

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| **2.** | **Assegnamento compiti membri del team** | **A/C/D**  **N/R** | **Person** | **Date**  **Req'd** | **Original Clearance Date for Rolled over actions** |
| **2.1** | Assegnamento di 4 sequence diagram da svolgere per ogni membro del team | D | Team | 22-11-18 |  |
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| **…** | **Next meeting** | **A/C/D**  **N/R** | **Person** | **Date**  **Req'd** | **Original Clearance Date for Rolled over actions** |
| **….** | Università Degli Studi di Salerno Aula F.8 in data 22-11-18 | D |  |  |  |