Standards Minutes Format

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| **Meeting:** | *Discussione problemi e inizio stesura RAD* | **Facilitator/Chairperson:** | *Carmine Amendola* |
| **Date:** | 08/11/2020 | **Note Taker:** | Mario De Riggi |
| **Location:** | Streaming (Microsoft Teams) | **Time Keeper:** | Antonio Cirillo |
|  |  | | |
| **In Attendance:** | Mario De Riggi, Antonio Cirillo, Carmine Amendola | | |
|  |  | | |
| **Absent:** | - | | |
|  |  | | |
| **cc.:** | *prof. Andrea De Lucia* | | |
|  |  | | |
| **Next Meeting :** | 09/11/2020 | | |

**Item Category:** A - action D - decision R - action rolled over

C - complete N – note

**Acronyms:** Mario De Riggi (MDR) , Carmine Amendola (CAM), Antonio Cirillo (ACI)

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| **1.** | **Revisione Problem Statement** | **A/C/D**  **N/R** | **Person** | **Date**  **Req'd** | **Original Clearance Date for Rolled over actions** |
| **1.1** | Requisiti non funzionali | D/C | CAM | 08/11/2020 |  |

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| **2.** | **Inizio stesura RAD** | **A/C/D**  **N/R** | **Person** | **Date**  **Req'd** | **Original Clearance Date for Rolled over actions** |
| **2.1** | Ripresa concetti del Problem Statement   * Purpose of the system * Scope of the system * Objectives and success criteria of the project * Functional requirements * Non-functional requirements * Scenari | D/C | ACI | 08/11/2020 |  |
| **2.2** | Scelta acronimi e creazione Glossario | D/C | ACI | 08/11/2020 |  |
| **2.3** | Stesura Overview | A/C | MDR | 08/11/2020 |  |
| **2.4** | Creazione ulteriori Mock-up e Interfacce Utente | A/C | ACI | 08/11/2020 |  |

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| **…** | **Next meeting** | **A/C/D**  **N/R** | **Person** | **Date**  **Req'd** | **Original Clearance Date for Rolled over actions** |
| **….** | 09/11/2020 – Streaming (Microsoft Teams) | D | ACI/MDR/CAM |  |  |