

## **Meeting 13<sup>th</sup> of February @ 10:30**

Wigger and Stefan absent, Tudor 35 minutes late

Wrong agenda, must be better next time.

- What do you think about the minutes?
- Looking back on the work done last week.
- What are we going to do? (agenda or action point)

Design standard agenda, with small modifications, new action points, new questions.

Missing a meeting equals missing a grade. Tudor and Stefan, need to do that abstract again.

Our summaries were below the required level, tutor would have liked to show old versions and new versions (by tudor and stefan) to the group, and wanted us to learn from it, stefan was on time, tudor wasn't. This will be done when Tudor did his homework.

Structure, most people was a wordsoup. Paragraphs were not good enough. Process element was missing from everyones summaries, as well as high level requirements.

### **Thoughts about the minutes:**

Minutes should not be the same as the meeting, it should be much shorter. Almost in telegram style.

- Decisions made
- Points
- Easy to quickly read

### **Looking back on this week:**

- Work plan attempted
- Exercise 5.2c needs to be printed, make sure the null-buffer problem is solved

### **What are we going to do:**

- Next week vacation, so in principle no work needed.
- Work plan needs much work

### **What is a work plan?**

- A document, so it needs a front page
- It should streamline the process
  - Responsibility
  - Definitions of the roles (What are the tasks of a president?)
  - What is a quality manager? Responsible for the quality of the process
  - What do you mean with “efficiency”?
  - What do you mean with “robustness”?

Testing needs to be done all the time, the testing phase is scattered. You might need someone who is responsible for testing and validation. A testing and validation manager so to speak. (possibly for every deliverable one, possibly one for the entire project).

All deliverables need a cross-reader, mention this in your work plan. The cross-reader should be very critical on the product level, NOT the personal level.

Logbook is a kind of validation of the Work Plan.

Current logbook has no division of the work tasks. Every phase has not only a deliverable, but also a way to get there.

What is the specification of the hardware, design for the hardware, software spec, interface spec.

Wikihow “Workplan” ← full guide

Redo the workplan, agree on all points with the group.

### Questions:

- How specific does the logbook need to be?

What is the purpose of the logbook? Deduce the elements required for the logbook from this. What was done, by who, how long?

- When do we get the results of the assignment?

Sometime later. It should be tested, so it should not need feedback.

**WARNING:** motors can blow up, if you feed them with too much voltage.

- Can we take the key to the cabinet home with us?

The way you handle your key is up to you, the materials manager is responsible, so ask him.

- When exactly is mutual evaluation?

Always, all the time, you have to report it in the fifth week of the project. And later again in the eighth week. If one person does not function, then the group does not function. That means you