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Software Project Management 2021/2022

Team 31 - Flashee

Meeting Minutes #4

### Date/Time/Location: 09/11/2021, 13:30-14:00, MSTeams - GPS 2122

### Moderator: Jan Frank

### Participants

* João Cunha, Client
* Ângelo Paiva, team member
* Álvar San Martin Liendo, team member
* Burak Tinman, team member, Recorder
* Jan Frank, Moderator
* Pedro Henriques, team member, Timekeeper

### Goal

* Review of week 3 action items, write Quality Assurance Plan

### Agenda

1. Greeting (1 min) – Jan
2. Review of the previous week’s action items (3 min) – Jan
3. Section 1 of the QAP (1 min) - Ângelo
4. Section 2 of the QAP (2 min) - Jan
5. Section 3 of the QAP (5 min) - Pedro
6. Section 4 of the QAP (5 min) - Burak
7. Section 6 of the QAP (3 min) - Ângelo
8. Section 7 of the QAP (5 min) - Álvar
9. Goals for next week and AOB (1 min) - Jan

# Week 3 action items

* [AI1] - Deliverables
  + Fix name of Milestone report
  + Reapprove V&S
* [AI2] – SDP
  + Entire stage 2, not just development part
  + 2.2 – list of deliverables in slides of first class
  + 2.3 – documents:
    - Support folder
    - Minutes
    - Source code
    - User documentation
* [AI3] – WBS
  + Missing steps of stage 2
  + Follow planning poker rules properly
  + Assumptions

# Items Discussed

* SDP
* QAP
* WBS

# Action Items

* [AI1] – QAR
  + Describe which method of review we are going to use for each deliverable
  + Fill in the whole document
* [AI2] – QAP
  + Fix the wording of the document (not give examples, define what we intend to do)
  + Define what’s a pass or a fail on metrics
  + Match quality goals to metrics in a better manner
* [AI3] – Fix WBS

# Next Meeting

* 16/11/2021, 13:30-14:00, MSTeams - GPS 2122
* Moderator: Alvar