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Software Project Management 2021/2022

Team 31 - Flashee

Meeting Minutes #5

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

### Moderator: Álvar San Martin Liendo

### Participants

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

### Goal

* Review of week 4 action items, finish the D1.2.2 QAP with the risk plan, corrections of the D1.2.1 SDP (point 3), write the D2.3.2 QAR, correct the WBS and start the EVA.

### Agenda

1. Greeting (1 min) – Alvar
2. Review of the SDP (5 min) - Ângelo
3. Review of the QAP, point 5 (5 min) - Alvar
4. Review of the QAR (5 min) - Pedro
5. Review of the WBS (5 min) - Burak
6. Explain the EVA (5 min) - Jan
7. Goals for next week and AOB (1 min) – Alvar

# Week 4 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

# Items Discussed

# Action Items

* [AI1] – SDP
  + Fix deliverables
* [AI2] - QAP
  + Something about risks
* [AI3] – QAR
  + Add the examples back
  + Define number of users for user errors
  + Table for functions and comments per function
* [AI4] – WBS
  + Assumptions
    - Still lacking some assumptions
    - Number of screens
    - Add tests
    - Etc, etc
* [AI5] – EVA
  + Fix date of milestone 2.1
* [AI6] – Estimates
  + Fix some estimates

# Next Meeting