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Software Project Management 2021/2022

Team 31 - Flashee

Meeting Minutes #6

### Date/Time/Location: 23/11/2021, 13:30-14:00, MSTeams - GPS 2122

### Moderator: Pedro Miguel Nobre Henriques

### Participants

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

### Goal

* Review of week 5 action items,

### Agenda

1. Greeting (1 min) – Pedro
2. Review the SDP changes (4 min) - Ângelo
3. Review the QAP changes (4 min) - Alvar
4. Review the QAR changes (4 min) - Pedro
5. Review the WBS changes (4 min) - Burak
6. Explain the EVA (4 min) - Jan
7. Review of the Milestone M1.2 report (5 min) - Alvar
8. Goals for next week and AOB (1 min) – Pedro

# Week 5 action items

* [AI1] – SDP
  + Fix deliverables
* [AI2] - QAP
  + Move risk list to the risk plan
* [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

# Items Discussed

* QAR
* QAP
* EVA
* SDP
* WBS
* M1.2 Milestone Report

# Action Items

* QAR
  + Add metric for # of reviews
* EVA
  + Add Inspection to SRS
  + Add WBS assumptions to EVA notes
* SDP
  + Fix deliverables
  + More information on Estimate
  + Schedule – add tasks
* QAP

# Next Meeting