MEETING NOTES

Team Meeting 2.22.2024

WHEN: Thursday February 22nd @ 4:00

PURPOSE: Project Management Plan discussion

ATTENDANCE: Spencer Rodenberg, Stephen Schmidt, Ben Stonestreet, Sophie Medallada, Kyle Whitmer

All members of the group in attendance

Went over ideas for other places to keep the code aside from GitHub and collaborate effectively, suggested: google CoLab

Started an overall plan for the entire project:

 Inception, Week 1: Project management plan, Software requirements

 Elaboration, Week 5: Software requirements, Software architecture

 Construction, Week 10: Software architecture, Project implementation, Test cases

 Transition, Week 15: Test cases, User manual, Final due date

Started working on a GitChart for the overall plan we made

Assigned Roles to the group:

 Analyst/Integrator: Sophie Medallada

 Change Control Manager/Tester: Kyle Whitmer

 Project Manager/Tester: Stephen Schmidt

 Designer/Scribe: Spencer Rodenberg

Discussed how our iterations would work, how we think the code development should look

Worked on deleting the unnecessary parts of the Project Management Plan to shorten and give a better view of what we needed to do

Added Kyle to the GitHub

Worked on making sure we had change request forms and where they would go so they can be reviewed and approved

Worked on creating an outline for change requests, defects identified and recorded, then create change request forms that go to the Change Control Manager who approves them

Assigned tasks for each team member to work on in the project management plan

 Sophie: Gantt chart, schedule

Kyle: Change management form, teams folder, change control description, history tracker

Spencer: Meeting notes upload, help project management plan, check in 5:00 PM Fri, Sat

Ben: Add quality control

Stephen: Risk assessment, format section 4.3, organizational structure

Discussed defining a formal process for making changed to the project management plan

Concluded Meeting