CMPT 371 Material Inspection

Date: January 17 2017, 4pm
Location: Thorvaldson S342
Material under Inspection: Requirements Change Policy, Master Schedule, Code of Conduct, Milestone List
Creators: Janelle

Inspection Facilitator: Heramb
Notetaker: Brady

Comments

Code of Conduct:

If non-leads(Devs,testers,etc) are directly emailed by Luxsonic, CC or forward the email to leads and/or post email into slack with the given reply.

In general, keep things as non-private as possible with the client.

Discussion of adding consequences for poor attendance. Failure to notify team in reasonable amount of time will result in a strike.

Meeting leader decides if notice given was appropriate or not, decisions made on a case by case basis. "Reasonable" amount of time depends on the importance of the meeting.

Possibly a three strikes, yellow card, red card system.

Keep running activity log of all things ~ With time estimated/time taken.

This should be available online, have a repository to hold all activity logs.

Tentative Incremental Deliverable(ID) Features

Unanimously agreed on all deliverables, requirements pushed back to 22nd to be more reasonable.

ID1

Mentioned Goals: Acquire familiarity with Oculus/Unity libraries. Familiarity with these libraries will be important.

Group agrees on Controller over Keyboard / Mouse as controller will be more natural in a VR space.

ID3

Mentioned Goals: Saving workspace settings, user settings.

Save representation of your virtual space.

Tasklist & Mini Milesones

Milestone dates likely to be shifted around. Will keep current dates until we have better ideas of the timeline.

Requirements doc pushed back to 22nd to be more reasonable.

Requirements change policy

Team agreed upon.

Changes to Implement

Add to Code of Conduct:

Always keep Project Manager informed with Luxsonic communication.
Add consequences for poor attendance. Failure to notify team in reasonable amount of time will result in a strike.

Change to ID milestones:

Move the Requirements Document from the 21st to the 22nd to be more reasonable