3.2 Identification of tasks, milestones, and deliverables

**Version 5.0**

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| **Checkpoint** | **Description** | **Date** |
| **Milestone 1** | Feasibility and Project Plan | 04/20/2015 |
| **Milestone 2** | Requirements Document | 04/20/2015 |
| **Milestone 3** | Design Document | 04/20/2015 |
| **Milestone 4** | Testing Requirements | 04/20/2015 |
|  | **Implementation & Unit Testing** | 04/20/2015 |
|  | **Integration & System Testing** | 04/20/2015 |
| **Milestone 5** | Poster Due Date | 04/24/2015 |
|  | **Group Presentation** | 05/01/2015 |
|  | **Final Showcase** | 05/01/2015 |

## 4.1 Appendix A – Project Schedule

## 4.4 Appendix D – Diary of Meetings

**Spring 2015**

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| **Date** | 01/19/2015 |
| **Location** | Conference Call |
| **Start** | 5:30 PM |
| **End** | 7:00 PM |
| **In Attendance** | Juan Caraballo, Jorge Travieso, Adrian Alfonso |
| **Late** | N/A |
| **Agenda** | Project Introduction |
| **Summary of Discussion** | An introduction to the project, the overall scope of work for this semester, and the expectations for us was discussed. |
| **Assigned Tasks** | * Get previous documentation and source code * Play with previous version of the application * Start collecting user stories * Identify bugs on previous versions |

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| **Date** | 01/22/2015 |
| **Location** | Conference Call |
| **Start** | 5:30 PM |
| **End** | 7:00 PM |
| **In Attendance** | Juan Caraballo, Jorge Travieso, Adrian Alfonso, Robert Loredo |
| **Late** | N/A |
| **Agenda** | Capstone review of student storyboard |
| **Summary of Discussion** | User stories were reviewed |
| **Assigned Tasks** | * Create scenarios and mockups |

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| **Date** | 01/23/2015 |
| **Location** | Conference Call |
| **Start** | 6:00 PM |
| **End** | 7:00 PM |
| **In Attendance** | Juan Caraballo, Jorge Travieso, Adrian Alfonso, Robert Loredo |
| **Late** | N/A |
| **Agenda** | Capstone review of student storyboard |
| **Summary of Discussion** | The carryover backlog was checked and the newly created user stories reviewed. The users stories were also redefined and expanded. |
| **Assigned Tasks** | * Expand user stories into scenarios to identify use cases, and create scenarios and UI mockups |

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| **Date** | 01/27/2015 |
| **Location** | Conference Call |
| **Start** | 5:30 PM |
| **End** | 6:30 PM |
| **In Attendance** | Juan Caraballo, Jorge Travieso, Adrian Alfonso, Robert Loredo |
| **Late** | N/A |
| **Agenda** | Capstone review of student storyboard |
| **Summary of Discussion** | Reviewed new expanded users stories and UI mockups. Reviewed newly edited carryover backlog. |
| **Assigned Tasks** | * Split up scenarios into many user stories. * Assign tasks to stories. |

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| **Date** | 01/29/2015 |
| **Location** | Conference Call |
| **Start** | 5:30 PM |
| **End** | 6:30 PM |
| **In Attendance** | Juan Caraballo, Jorge Travieso, Adrian Alfonso |
| **Late** | Jorge Travieso, Adrian Alfonso |
| **Agenda** | Capstone review of student storyboard |
| **Summary of Discussion** | Confirmed that we are going to be working on the reporting tool for now, and the analytics part would be postponed. The refined use cases were checked and confirmed. We were prepared to start sprint 1. |
| **Assigned Tasks** | * Assign use stories to sprint 1 and create tasks. |

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| **Date** | 02/13/2015 |
| **Location** | Conference Call |
| **Start** | 5:30 PM |
| **End** | 7:30 PM |
| **In Attendance** | Juan Caraballo, Robert Loredo, Jorge Travieso, Adrian Alfonso |
| **Late** | N/A |
| **Agenda** | Sprint #1 Review |
| **Summary of Discussion** | * Reviewed the work done during Sprint #1. * Planned user stories were accepted. * Collected New Requirements * Planned Sprint #2 User Stories |
| **Assigned Tasks** | * Assign use stories to sprint 2 and create tasks. Meet with Robert the following week to brainstorm about the UX of the meetings and analytics module. |
| **Date** | 02/18/2015 |
| **Location** | Conference Call |
| **Start** | 5:30 PM |
| **End** | 6:30 PM |
| **In Attendance** | Robert Loredo, Jorge Travieso, Adrian Alfonso |
| **Late** | N/A |
| **Agenda** | Technical Specification |
| **Summary of Discussion** | * Brainstormed on how to improve the User Experience of the meetings views. * Defined what we want to do with the analytics platform. |
| **Assigned Tasks** | * Add new UX elements that we are missing in the current template such as popovers and instructions. * Research for analytics open source tools. |

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| **Date** | 02/27/2015 |
| **Location** | Conference Call |
| **Start** | 5:30 PM |
| **End** | 6:30 PM |
| **In Attendance** | Juan Caraballo, Jorge Travieso, Adrian Alfonso |
| **Late** |  |
| **Agenda** | Sprint #2 Review |
| **Summary of Discussion** | * Reviewed the work done during Sprint #2. * Planned user stories were accepted. * Collected New Requirements * Planned Sprint #3 User Stories |
| **Assigned Tasks** | * Assign use stories to sprint 3 and create tasks. |

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| **Date** | 03/13/2015 |
| **Location** | Conference Call |
| **Start** | 5:30 PM |
| **End** | 7:30 PM |
| **In Attendance** | Juan Caraballo, Jorge Travieso, Adrian Alfonso |
| **Late** |  |
| **Agenda** | Scenarios Discussion |
| **Summary of Discussion** | * We meet to discuss and redact the scenarios for the requirements, what is needed and how we are going to do it. |
| **Assigned Tasks** | * - Redact the scenarios discussed |

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| **Date** | 03/20/2015 |
| **Location** | Conference Call |
| **Start** | 5:00 PM |
| **End** | 6:30 PM |
| **In Attendance** | Juan Caraballo, Jorge Travieso, Adrian Alfonso |
| **Late** |  |
| **Agenda** | Sprint #3 Review |
| **Summary of Discussion** | * Reviewed the work done during Sprint #3. * Planned user stories were accepted. * Collected New Requirements * Planned Sprint #4 User Stories |
| **Assigned Tasks** | * Assign use stories to sprint 4 and create tasks. |

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| **Date** | 04/03/2015 |
| **Location** | Conference Call |
| **Start** | 5:00 PM |
| **End** | 6:00 PM |
| **In Attendance** | Juan Caraballo, Jorge Travieso, Adrian Alfonso |
| **Late** |  |
| **Agenda** | Sprint #4 Review |
| **Summary of Discussion** | * Reviewed the work done during Sprint #4. * Planned user stories were accepted. * Collected New Requirements * Planned Sprint #5 User Stories |
| **Assigned Tasks** | * Assign use stories to sprint 5 and create tasks. |