

## Standards Minutes Format

Meeting:

Facilitator/Chairperson:

Date:

Note Taker:

Location:

Time Keeper:

In Attendance:

Absent:

cc.:

Next Meeting :

Item Category: A - action      D - decision      R - action rolled over  
    C - complete      N – note

0.	Review Previous Minutes	A/C/D N/R	Person	Date Req'd	Original Clearance Date for Rolled over actions
0.1					

1.	Decisioni e note riguardanti al progetto	A/C/D N/R	Person	Date Req'd	Original Clearance Date for Rolled over actions
1.1	N/A	D	All		

2.	Definizione del sistema attuale e del sistema proposto	A/C/D N/R	Person	Date Req'd	Original Clearance Date for Rolled over actions
2.1		A	All	11/11/25	
2.2		A	All	11/11/25	

3.	Definizione dei requisiti funzionali	A/C/D N/R	Person	Date Req'd	Original Clearance Date for Rolled over actions
3.1		A	YF	11/11/25	
3.2		A	YF	11/11/25	
3.3		A	YF	11/11/25	
3.4		A	GDP	11/11/25	
3.5		A	GDP	11/11/25	

4.	Definizione dei requisiti non funzionali	A/C/D N/R	Person	Date Req'd	Original Clearance Date for Rolled over actions
4.1		A	GDP	11/11/25	
4.2		A	YF	11/11/25	
4.3		A	YF	11/11/25	
4.4		A	YF	11/11/25	
4.5		A	YF	11/11/25	
4.6		A	GDP	11/11/25	
4.7		A	GDP	11/11/25	
4.8		A	GDP	11/11/25	

4.9		A	GDP	11/11/25	
5.	Definizione degli UC	A/C/D N/R	Person	Date Req'd	Original Clearance Date for Rolled over actions
5.1		A	GDP	11/11/25	
5.2		A	YF	11/11/25	
6.	Definizione e sviluppo Mockup	A/C/D N/R	Person	Date Req'd	Original Clearance Date for Rolled over actions
6.1		A	YF	11/11/25	
7.	Class Diagram	A/C/D N/R	Person	Date Req'd	Original Clearance Date for Rolled over actions
7.1		A	GDP	11/11/25	
7.2		A	GDP	11/11/25	
7.3		A	GDP	11/11/25	
7.4		A	YF	11/11/25	
8.	Sequence Diagram	A/C/D N/R	Person	Date Req'd	Original Clearance Date for Rolled over actions
8.1		A	GDP	11/11/25	
8.2		A	All	11/11/25	
8.3		A	All	11/11/25	
8.4		A	YF	11/11/25	
8.5		A	YF	11/11/25	
8.6		A	GDP	11/11/25	
8.7		A	GDP	11/11/25	
8.8		A	GDP	11/11/25	
9.	StateChart diagram	A/C/D N/R	Person	Date Req'd	Original Clearance Date for Rolled over actions
9.1		A	YF	11/11/25	
9.2		A	YF	11/11/25	
9.3		A	YF	11/11/25	
10.	Navigational Diagram	A/C/D N/R	Person	Date Req'd	Original Clearance Date for Rolled over actions
10.1		A	GDP	11/11/25	
10.2		A	GDP	11/11/25	
...	Next meeting	A/C/D N/R	Person	Date Req'd	Original Clearance Date for Rolled over actions
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Durata Meeting :1 ora 15 minuti