Wednesday, January 21, 2009

2:00PM - 3:30PM

Meeting minutes

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# In attendance

1. Alex Gerveshi
2. Dimitrios Yantsios
3. Damola Mabogunje

# In absentia

1. Nick D’Andrea

# Risk Assessment

## Risks Identified

* Nick may be dropping class – Need a new member

## Risks Solved

* Nick dropping – Mention it to professor @ lab and get new member if possible

# Decision items

## Roles

\*Please refer to role list below

### Role Assignment

|  |  |
| --- | --- |
| **Role - Function** | **Assigned To** |
| **Architecture Lead – Design/Delegation** | Nick? |
| **Project Manager – Scheduling** | Alex? |
| **Lead Programmer** | Nick? |
| **Tools Manager – Procurement/Installation** | Dimitrios Yantsios |
| **Secretary - Documentation** | Damola Mabogunje |
| **Website Manager – Site Development** | Damola Mabogunje |

## Immediate Tasks

* 1. Damola try SVN Checkout
  2. Dimitrios play with Trac
  3. Alex check milestones
  4. Alex play with Gantt Project