

## **Team 8: Grate**

Minutes for September 28, 2016

**Present:** Kelvin Lin (Chair), Eric Chaput, Jin Liu

### **Introduction**

The purpose of this meeting is to provide a status update for the requirements specification.

### **Overview**

1. What is the current status of the requirements specification?

### **Extended Overview**

1. What is the current status of our development plan?
  - What has everyone done since Friday?
  - What are the functional requirements for our project?
  - What are the non-functional requirements for our project?
  - What kind of input/output will our program require/produce?
  - What are existing solutions available already?
  - In what ways are the existing solutions successful? Unsuccessful?
  - What are some open issues associated with our problem?
  - What are new problems that could arise with our program?
  - What steps do we need to take to deliver the product?
  - What are the risks associated with our product? What are our contingency plans?
  - What kind of tasks will we run on our product?
  - What are the costs associated with our product?
  - What documentation will user need to run our program?
  - What is everyone going to work on during the rest of the week?

### **Meeting Notes**

*What is the current status of our development plan?*

**Next Meeting:** Friday, September 30th, at 2:30

**Appendix A: Milestones and Deadlines**

Team Formation	Week of September 12
Project Approval	Week of September 19
Problem Statement	September 23
Development Plan	September 30
Requirements Document Revision 0	October 7
Proof of Concept Demonstration	Week of October 17
Test Plan Revision 0	October 28
Design Document Revision 0	November 11
Revision 0 Demonstration	Week of November 14
Lab Exercises	Throughout Term
Final Demonstration (Revision 1)	Week of November 28
Peer Evaluation of Other Team	Week of November 28
Final Documentation (Revision 1)	December 8

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## **Appendix B: Summary of Final Decisions**