# openETCS WP1 Meeting Minutes: Management

## 1 Meeting Information

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| Subject | WP1 Weekly Scrum: Management |
| Date & time | 2013-05-03, 14:30h–15:00h |
| Location | Telco and Goto-Meeting |
| Called up by | Klaus-Rüdiger Hase |
| Participants | WP1, Cyril Cornu, Klaus-Rüdiger Hase, Bernd Hekele, Baseliyos Jacob, Michael Jastram, Begoña Laibarra, Giovanni Zanelli |
| Minutes by | Bernd Hekele |

## 2 Agenda

- Review Process

- QA-Plan

## 3 Discussion

SQS has provided a new review process. This review process is currently in the state of a prototype. It is in use for the review of the document as such and for quality related documents. After confirmation, we plan to take this process in use. Till then the current agreements - especially the review process in use with requirement documents - can be used for ongoing activities. The new process resp. quality document has to respect the review results which have been achieved beforehand. It is foreseen to have a (live or goto-) meeting in order to finalize the review.QA-Plan An updated version of the QA plan (still some sort of sceleton) is announced for Wednesday, May 8th. Based on this document a meeting is planned to assign open tasks to experts.

## 4 <u>Notes</u>