openETCS WP1 Meeting Minutes

1 Meeting Information

Subject	WP1 Weekly Scrum: Management
Date & time	2013-06-14, 12:00h–12:15h
Location	Telco and Goto-Meeting
Called up by	Bernd Hekele
Participants	Peyman Farhangi, Bernd Hekele, Michael Jastram, Begoña Laibarra, Peter Mahlmann, Stefan Rieger, Izaskun de la Torre, Jürgen Weiss, Jan Welte, Giovanni Zanelli
Minutes by	Bend Hekele

2 Agenda

- Quality Assurance Plan

- Review Process

3 Discussion

- Quality Assurance Plan
  We have introduced a backlog in order to plan contributions to the quality assurance plan:
  https://github.com/openETCS/governance/wiki/QAplan-backlog
  Contributions by experts have been requested. Some confirmation is still outstanding.

- Review Process
  Review Process is now available after review. Documents are valid for future use:
  https://github.com/openETCS/governance/tree/master/Review%20Process
  Issue by Michael to extend the process picture by another swimming lane has been discussed and rejected. Argument against: the figure can be too complicated.
  Another request: document the review process in a single page (pdf) is in evaluation.
  Last issue on discussion was the request to document status of documents. The process will document the need for documenting information as a part of the Wiki or readMe doc of each repository.

4 Notes