# Project CASA: Meeting Minutes

**Date:**          23.2.2017

**Location:**      KN:E-126

**Present:**       Yevgeniya Chekh, Jan Kohout, David Löffler, Kryštof Sýkora, Marek Szeles,
                   Ho Minh Thanh

**Absent:**        -

**Recorded by:** Yevgeniya Chekh

## 1. Overview

First meeting was focused on introducing the subject, presenting the available project topics, and assembling teams. After team roles were assigned, there was some time to define first tasks to be done.

## 2. Current Team Roles Assignment

| Team Role | Name |
|---|---|
| Project Lead | Marek Szeles |
| Analyst | Ho Minh Thanh |
| Head of Development | David Löffler |
| Head of Testing | Kryštof Sýkora |
| Developer | Yevgeniya Chekh |
| Tester | Jan Kohout |

## 3. Agenda

| ID | Topic |
|---|---|
| 1 | Create a team |
| 2 | Choose a project |
| 3 | Assign team roles for first two weeks |

**Authors:**     Yevgeniya Chekh, Jan Kohout, David Löffler, Kryštof Sýkora, Marek Szeles, Ho Minh Thanh

## 4. Minutes

| ID | Minutes | Classification |
|----|---------|----------------|
| 1 | Team members: Marek Szeles, David Löffler, Jan Kohout, Ho Minh Thanh, Kryštof Sýkora, Chekh Yevgeniya | Information |
| 2 | Chosen project – Rewriting of Casa combinational testing tool to Java. Project objective – to analyze open source CASA application in C++ and rewrite it to Java. Final program should run as fast as original. | Information |
| 3 | Assigned team roles: Marek Szeles – Project Lead David Löffler – Head of Development Kryštof Sýkora – Head of Testing Ho Minh Thanh – Analyst Chekh Yevgeniya – Developer Jan Kohout – Tester | Information |

## 5.  Task progress from previous meetings

| ID | Task name | Status | Responsible | Due date |
|----|-----------|--------|-------------|----------|
| | *-no tasks-* | | | |

## 6.  Task list due to next meeting

| ID | Task name | Status | Responsible | Due date |
|----|-----------|--------|-------------|----------|
| 1.1 | Create Facebook group for team | New | Marek Szeles | 24.2.2017 |
| 1.2 | Create CASA Team GitLab repository | New | David Löffler | 24.2.2017 |
| 1.3 | Download CASA source code | New | All | 2.3.2017 |
| 1.4 | Create map of file includes in original CASA project | New | David Löffler, Jan Kohout | 2.3.2017 |
| 1.5 | Make a list of questions to client for first meeting | New | Ho Minh Thanh | 2.3.2017 |
| 1.6 | Prepare first Minutes input | New | Yevgeniya Chekh | 2.3.2017 |
| 1.7 | Prepare Minutes template | New | Marek Szeles | 2.3.2017 |
| 1.8 | Prepare support materials for next meeting | New | Marek Szeles | 2.3.2017 |

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## 7. Goals for next meeting

- Present current analysis of situation and source code
- Define project priorities from client's perspective
    - Define individual use cases
- Agree on preliminary schedule for project
- Agree on preferred testing strategy

## 8. Team member points distribution

| Name | Task name | Due date | Status | Points |
|------|-----------|----------|--------|--------|
| | *-no tasks-* | | | |