

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

Project CASA: Meeting Minutes

Date: 13.4.2017

Location: KN:E-126; KN:E-429

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

Absent: Miroslav Rudišin

Recorded by: Marek Szeles

1. Overview

The team has met on Thursday at the usual time during the scheduled official RSP seminar times. The meeting was mostly a checkup on current development progress and we found that it was being slowed down by the currently happening midterm examinations, which are faced by almost all of the team members.

The current project plan draft was consulted with Mr. Venclík and it had been decided to split the document into multiple different documents:

- Project Plan
 - A document displaying the original project plan and showing the current deviation in a particular week.
- High/Low level requirements tracker
 - A document outlining project scope, comes in play when the customer demands a change request, which should also be reflected in the document.
- Task/Risk/Decision list
 - A document tracking progress on individual project tasks, updating risks and decisions made.

It was decided to keep working on assigned tasks, until next week, when a Steering Committee meeting with Bestoun S. Ahmed will be held.

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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
Developer	Miroslav Rudišín
Tester	Jan Kohout

3. Agenda

ID	Topic
1	Review current development progress
2	Consult Project Plan Draft
3	Assign work for next week's presentation

4. Minutes

ID	Minutes	Classification
1	David Löffler has reported that development is going as planned, with some minor deviation. Some sort of development disagreements and discrepancies were reported in relation to developer Miroslav Rudišín. This will be further investigated and problems resolved.	Information
2	Project Plan input was deemed okay, however worries were discussed that the Plan is becoming more of a Project Report, being continually updated with changing requests and task assignments. It was recommended that the Project Plan is split into multiple documents: The Plan itself, a Task/Risk/Decision list and a Change request list. Additionally a Project Report will be made on project end.	Decision
3	Work was assigned as usual, with some rescheduling in development.	Information

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5. Task progress from previous meetings

ID	Task name	Status	Responsible	Due date
7.1	Replace SAT and miniSAT	Partially done, transfered	Kryštof Sýkora, Jan Kohout	12.3.2017
7.2	UML Diagram of project input	Cancelled	Ho Minh Thanh	12.3.2017
7.3	Translate report module	Completed	Yevgeniya Chekh	12.3.2017
7.4	Translate state module	In progress	Miroslav Rudišin Kryštof Sýkora	12.3.2017
7.5	Translate goal module	Completed	David Löfler	12.3.2017
7.6	Translate heuristic module	Cancelled	Marek Szeles	12.3.2017
7.7	Translate posix module	Postponed	Miroslav Rudišin	12.3.2017

6. Task list due to next meeting

ID	Task name	Status	Responsible	Due date
7.1	Replace SAT and miniSAT	Partially done, transfered	Kryštof Sýkora, Jan Kohout, New: David Löffler	27.4.2017
7.4	Translate state module	In progress	Miroslav Rudišin Kryštof Sýkora	27.4.2017
8.1	Prepare development status assessment	New	David Löffler	20.3.2017
8.2	Prepare project overview for presentation	New	Marek Szeles	20.3.2017
8.3	Prepare new project materials	New	Marek Szeles	27.4.2017

7. Goals for next meeting

- Present current project status to project supervisor
 - Define next steps in development and testing

8. Team member points distribution

Name	Task name	Due date	Status	Points
Yevgeniya Chekh	Translate report module	12.4.2017	Completed	5