# 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

## 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.

## 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 |

## Agenda

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

## Minutes

|  |  |  |
| --- | --- | --- |
| **ID** | **Minutes** | **Classification** |
| 1 | Team members: Marek Szeles, David Löffler, Jan Kohout, Ho Minh Thanh, Kryštof Sýkora, Chekh Yevgeniya, Jan Kohout | I |
| 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. | I |
| 3 | Assigned team roles:  Marek Szeles – Project Lead  Ho Minh Thanh – head analyst  David Löffler – head of implementation  Chekh Yevgeniya – programmer  Kryštof Sýkora – Tester  Jan Kohout - | I |
|  |  |  |

## Task progress from previous meetings

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

## Task list due to next meeting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Task name** | **Status** | **Responsible** | **Due date** |
| 1.1 | Create Facebook group for team. | New | Marek Szeles | 2.3.2017 |
| 2 | Download CASA source code. | New | All | 2.3.2017 |
| 3 | Create map of file includes in original CASA project. | New | David Löffler | 2.3.2017 |
| 4 | Make a list of questions to client for first meeting. | New | Ho Minh Thanh | 2.3.2017 |
|  |  |  |  |  |

## 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