# Project CASA: Meeting Minutes

**Date:** 11.5.2017

**Location:** Skype

**Present:** Marek Szeles, David Löffler, Kryštof Sýkora, Ho Minh Thanh, Miroslav Rudišin

**Absent:** Yevgeniya Chekh, Jan Kohout

**Recorded by:** Kryštof Sýkora

## Overview

On May 11, 2017 there was a rector day off at CTU, so the team didn’t hold a formal meeting in person. However, we have decided to do at least an electronic check-up session with Team Leads instead.

## Current Team Roles Assignment

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| --- | --- |
| **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 Rudišin |
| Tester | Jan Kohout |

## Agenda

|  |  |
| --- | --- |
| **ID** | **Topic** |
| 1 | Review current development progress |
| 2 | Review current testing progress |
| 3 | Overall status |

## Minutes

|  |  |  |
| --- | --- | --- |
| **ID** | **Minutes** | **Classification** |
| 1 | David Löffler has reported that development is going as planned, with the exception of a few classes we are having difficulty with. | Information |
| 2 | Kryštof Sýkora reported on the status of tests. More than 80% of all methods are now covered by individual unit tests and a full 100% should be covered by the end of next week, which would help with the last stages of development. Further testing was discussed and a few methods regarding the proper project output were recommended by Mr. Bestoun. Work on these will begin as soon as we have finished with the unit tests. | Information |
| 3 | Miroslav Rudišin has once again expressed doubts about project feasibility and in particular his own ability to commit himself to the project. His superiors, Marek Szeles and David Löffler assured him that a change of scope was negotiated and the project will be accepted formally at predicted project finish, with the development possibly continuing with individual cooperation | Information |
|  |  |  |

## Task progress from previous meetings

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| --- | --- | --- | --- | --- |
| **ID** | **Task name** | **Status** | **Responsible** | **Due date** |
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## Task list due to next meeting

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| --- | --- | --- | --- | --- |
| **ID** | **Task name** | **Status** | **Responsible** | **Due date** |
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## Goals for next meeting

* Present current status to Bestoun S. Ahmed

## Team member points distribution

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| --- | --- | --- | --- | --- |
| **Name** | **Task name** | **Due date** | **Status** | **Points** |
| David Löffler |  |  | Completed | 5 |
| Evgeniya |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |