# Project CASA: Meeting Minutes

**Date:** 18.5.2017

**Location:** KN:E-126

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

**Absent:**

**Recorded by:** David Löffler

## Overview

We had a meeting of our team where we discussed requirements for final project documentation and development. We have decided that we need to prepare specification of our testing strategy and testing scenerios. Also we discussed with our lecturer that we need

## 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 | Jan Kohout |
| Developer | Miroslav Rudišin |
| Tester | Yevgeniya Chekh |

## Agenda

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

## Minutes

|  |  |  |
| --- | --- | --- |
| **ID** | **Minutes** | **Classification** |
| 1 |  | Information |
| 2 |  | Information |
| 3 |  | Information |
|  |  |  |

## Task progress from previous meetings

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Task name** | **Status** | **Responsible** | **Due date** |
|  | Prepare new documents for review | Completed | Marek Szeles |  |
|  | Translate annealing module | In Progress | David Löffler |  |
|  | Translate space module | In Progress | Jan Kohout |  |
|  |  |  |  |  |

## Task list due to next meeting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Task name** | **Status** | **Responsible** | **Due date** |
|  | Finish annealing module | In Progress | David Löffler |  |
|  | Finish space module | In Progress | Jan Kohout |  |
|  | Prepare final presentation | New | Marek Szeles |  |
|  | Prepare documents about testing strategy and scenerios | New | Kryštof Sýkora,  Yevgeniya Chekh |  |
|  | Create deployment model | New |  |  |
|  | Create architecture model | New | Jan Kohout |  |

## Goals for next meeting

* Finish all required documents
* Prepare presentation

## Team member points distribution

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Task name** | **Due date** | **Status** | **Points** |
|  |  |  |  |  |
|  |  |  |  |  |
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