# 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

## 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.

## 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 Rudišin |
| Tester | Jan Kohout |

## Agenda

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

## 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 Rudišin. 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 |
|  |  |  |

## 

## 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 |

## Task list due to next meeting

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| --- | --- | --- | --- | --- |
| **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 |

## Goals for next meeting

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

## Team member points distribution

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