



Corey Sanders <cls1432@uah.edu>

Meeting Summary 9/24/15

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Fri, Sep 25, 2015 at 6:14 AM

To: Rashad Madyun <rmadyun@gmail.com>, Stephen Jalbert <sgj0001@uah.edu>, Corey Sanders <cls1432@uah.edu>

9/24/2015

Attendees:Rashad Madyun
Stephen Jalbert
Corey Sanders**Summary:**

Team discussed Corey's plan on using You track to monitor our progress based the amount of tasks that we have completed toward each of our individual requirements. We also discussed how the team should conduct the review process.

Review Process Recap:

- 1.) Create a the initial copy on google drive for comment.
- 2.) Once we think that the draft is complete enough to turn in, we stop using Google Drive and export a copy of the document.
- 3.) We create a You Track Issue to Review the Item.
- 4.) We assigned the Issue to the Author.
- 5.) We add reviewers as Watchers to the issue.
- 6.) The exported copy of the document is attached to the issue.
- 7.) Comments for the review are attached to the issue either as a copy of the document with review features enabled or as a direct comment.
- 8.) TBD: A Test Header is added to the document to describe people involved in the Review, and who the moderator is.
- 9.) Once all of the changes have been completed and reviewed by the moderator, the moderator updates the issue with the final outcome and sends the configuration manager the final copy of the document for us to version as well as an exported PDF that captures all of the review material for the review issue, including proof that all reviewers have no further feedback on the document. This can be implicit as long as we have a record that the moderator indicates that the issue is completed since it is his job to make sure that a document is ready to be versioned.

Team also agreed that we should have a practice of having a single person as a Point of Contact to different stake holders. I think that it was implied the following. (Feel free to respond if not):

Contact For Dr. Kulick: Corey
Contact For Jason Winningham: Stephen

Team discussed next steps to work on completing the ROM. Rashad is having difficulty in finding good templates for the ROM. Dr. Kulick will be contacted for suggestions.

The team also discussed feedback from the Train Control Software demo on Wednesday briefly and that feedback from the demo is captured in the requirements spec draft.

It was also discussed that additional high-level system level requirements were added and formatted by Corey for the team to review. We discussed the progress on selecting hardware. Stephen is targeting Monday for us to be able to have material for submit to Dr. Kulick.

Discussed language preferences:
C/C++ for Board Development
Java for UI
Java or C/C++ for Navigation Software

Languages that entire team is familiar enough with to use with:
Java, C/C++.

The team schedule was also discussed and it was requested by Corey that he get approval of the schedule from the team by the next Thursday (10/1/15) at the latest.

NEXT ACTIONS:

Corey

- .) Email Dr. Kulick about expectations switch control and preserving state, specifically whether we are required to monitor LocoNet update the state of the switches. Also to ask for suggestions for ROM templates.
- .) Give Rashad Administrator access to You Track Site.
- .) Email Rashad directions on how to add a GitHub Repository to the site.
- .) Add custom fields for review states.
- .) Check into github source to date for Orientation and Navigation Algorithm research.
- .) Create formal schedule and create review.

Stephen

- .) Email Jason about train control software.
- .) Send out hardware selection proposal to team for review.
- .) Email that timeline looks good.

Rashad

- .) Add Team GitHub repository to YouTrack site so that we can integrate the two.
- .) Continue research for ROM templates.
- .) Continue updating the configuration management document. Incorporate feedback in review into configuration management documentation (in issue).
- .) Incorporate details for how we plan on using YouTrack and GitHub for configuration management, including our discussion about how to conduct reviews.
- .) Email that timeline looks good.