Meeting Minutes 9-2-2016

**Attendees**: Sarim Akbar, Alan Master, Bigyan Pandit, Jonathan Eng

**Agenda**:

1. Discuss the contents of the PMP, what needs to be added or taken out
2. Who will be doing which section of the PMP

**General Discussion**:

-What model type? Prototype model

-Decided on doing 4 iterations in the development process

Who will be managing what part of the software development process (See slide 5 from lecture 3)

-Project Plan – David

- Software Requirement Specification Document - Jonathan

-Design Document – Sarim

-Software Code – Alan

- Testing Plan and Report Document – Bigyan

-Software Demonstration – N/A

-Project Presentation – N/A

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| Assigned sections for PMP | | | |
| PMP Section | PMP Subsection | Who | IEEE 16326 Reference |
| Project Overview | Project Summary | - | 5.1.1 |
| Purpose, Scope, and Objectives | Jonathan | 5.1.1.1 |
| Assumptions and Constraints | Alan | 5.1.1.2 |
| Project Deliverables | Bigyan | 5.1.1.3 |
| Schedule Summary | David | 5.1.1.4 |
| Project Work Plans | Work Activities | Sarim | 5.5.2.1 |
| Schedule Allocation | David | 5.5.2.2 |
| Resource Allocation | Jonathan | 5.5.2.3 |
| Project Context | Process Model | Alan | 5.4.1 |
| Methods, tools, and Techniques | Alan | 5.4.4 |
| Product Acceptance Plan | Bigyan | 5.4.5 |
| Project Organization | Sarim | 5.4.6 |

**Action Items:**

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| --- | --- | --- | --- | --- |
| # | Action Item | Who | Target Date for Completion | Result |
| 1 | Complete assigned section of PMP – Refer to above chart | Refer to above chart | 9/9/2016 |  |
| 2 | Email Dr. Vilkomir regarding if additional sections other than 5.4 need to be on the PMP | Sarim Akbar | 9/2/2016 |  |