

Minutes

for 12 September 2013

Group 2 regular meeting
venue: IW 462

1 Summary of the meeting

1.1 Next client meeting

1.1.1 Regular process

The chair for next client meeting is Yifei and the one who is going to record the client meeting is Yu. Yifei is responsible to generate the agenda for the next client meeting. The agenda must be put on SVN 24 hours before the client meeting, which is **2.30pm Sunday**. Yifei needs to print the **agenda (and also the minutes of last client meeting)** out and bring them to the client meeting next Monday. Yu should record carefully about the client meeting and generate the minutes after the meeting. He has to put the minutes on SVN 24 hours after the client meeting, which is **2.30pm Tuesday** of next week.

If Yifei is going to allocate some tasks for the group members in the next client meeting, he must tell everyone the **details of the allocation by 2.30pm Sunday**, either by the agenda or by other communication methods.

1.1.2 Deliverables for the client meeting

1. Give a presentation of Configuration Management and Quality Process Assessment.
2. Show the client the Milestone of Week 8.
3. Give a presentation of Progress Report to the client.
4. Milestone negotiation for Week 9, Week 10, and Week 11. Deliverables include milestone forms and supplementary document specifying details of milestones.
5. The client will give the group SPMP critique.

1.1.3 Map editor redesign

Details please see the new milestone at <https://version-control.adelaide.edu.au/svn/sep2013-2/documentation/milestone/milestones.pdf>

2 Any other issues

Please check the SVN regularly. So does the course forum and course website. Otherwise you are going to miss something important.

3 Date of next group meeting

19 September 2013.