Minutes of Meeting

Purpose

The purpose of this document is to capture all the minutes of meeting.

Meeting 11 – October 6, 2016

Date: 6th Oct, 2016

Agenda: To review the project activities done last week.

Attendees: Dr. Sivakumar, Team 3 and Team 4

Insights from the meeting:

- Legends for the weekly graphs must be given properly.
- The teams should start working on the architectural drivers and stabilize the architecture as soon as possible.
- In the statement of work, the goals need to be refined and the risk list needs to be reviewed.
- The teams must plan smartly in order to reduce the schedule variance in earned value calculations.
- The teams must be able to track and reflect on every team member's individual progress.
- The teams must work towards maximizing the earned value.
- Documentation of the architecture must be done according to the standard notations in the textbooks.

Action Items:

- To refine and stabilize architecture of the tool.
- To review Statement of Work and get it signed as soon as possible.
- To plan for the next two weeks smartly in order to reduce the schedule variance in earned value calculations.
- To track and reflect on each team member's activities and progress.
- To work on tasks that add more value.

Meeting 10 – September 30, 2016

Date: 30th Sept 2016

Agenda: To review the project activities done last week.

Attendees: Dr. Sivakumar, Team 3 and Team 4

Insights from the meeting:

- Technologies to be used for the project should be finalized as soon as possible. These act as technical constraints for the architecture.

- Risk objectives must be named properly. The risks involved in the project must be identified properly and objectives must be set accordingly.
- When milestones are set, efforts and number of iterations required to achieve a particular milestone should be clearly mentioned. Also, milestones must be named appropriately.
- Proper analysis and reflection from every week's tracking graphs must be done by the team members. The teams should look into the pending tasks for the week and take the necessary actions.
- Team members must project their work done for the week positively. The graphs must hold the value provided to the stakeholder and appropriate metrics to indicate the teams' progress.
- The team must 're-scope' their week's work if any obstacles are there down the line and they know it beforehand. The team should plan their tasks according to the available number of hours for that week. The team must work on the project smartly.
- More efforts must be put on tasks that earn more value. In order to project the Earned Value to the stakeholders, appropriate metrics like cost-performance index or schedule-performance index, etc. must be shown.
- The team need not work upon a Software Requirement Specification (SRS) document. They may work with the existing use cases. Transitioning from raw scenarios to quality attribute six-part scenarios would help refine the requirements better. Responsibilities of the sub systems must be clear in the use case scenarios.
- Reliability and usability:
    - The tool must be reliable. In order to achieve reliability, the tactic used is that the wrong linkages must be restricted. This must be done at the interface levels.
    - When interfaces are touched upon, then there is a usability concern. The risks relating to usability must be mitigated.
    - In order to do that, the teams must start building the system. Prototypes need to developed at this point of time.

    Action Items:

    1. Finalize the technologies to be used by next iteration.
    2. Project the teams' progress positively in the forthcoming meetings.
    3. Plan according to the total number of available hours.
    4. Plan more hours for tasks with greater earned value.
    5. Research about appropriate metrics to represent earned value and effort.
    6. Produce prototypes to stakeholders for validation.

Meeting 9 – September 23, 2016

Date: 23rd Sept 2016
Agenda: To conduct a technical review and mentor meeting
Attendees: Dr. Sivakumar, Team 3 and Team 4
Insights from technical review:

1. Estimation to be done using two to three techniques, such as COCOMO II to provide a more accurate estimation of effort and schedule.
2. Need to revisit use case concepts – Group use cases based on operations on items.
3. Decision to club use cases are based on the following considerations:
   - Effort for drafting and maintaining use case documentation
   - Various scenarios to be clubbed under one use case so that designers can design it.
4. Convert earned value from percentage of value delivered to person hours.
5. Do estimation as early as possible, so that it is possible to negotiate with the stakeholder at inception stage.
6. Document six part scenarios for QA and functional requirements.

Action Items:

1. Use case diagram
2. Team 3- Show a single graph with planned and actual hours for the iteration task.
3. Establish SOW by September 27, as mentioned earlier.
4. Identify responsibilities at sub-system level and validate in technical meeting.

Meeting 8 – September 22, 2016

Date: 22nd Sept 2016
Agenda: To conduct white board discussion with stakeholder.
Attendees: Dr. Sivakumar, Team 3 and Team 4
Insights from the meeting:

1. Model manager creates users, or can carry over users from previous project.
2. Have employee id assigned by the organization and use them for each project to map the roles.
3. Model Hierarchy: Base->Domain specific model (Telecom) ->client model.
4. Notify the relevant users if artifacts are not linked.
5. Changes made to domain model needs additional changes in customized versions too. Hence, have references in customized versions to find out the artifacts that are getting affected.
6. Backup the model along with links at project level.
7. Users can VIEW all artifacts for their own project, access restricted only for linkages.
8. Reliability- notification for linkages not required, team lead should check for correct linkages.
9. Scalability:
   - 30 users can simultaneously access the model manager.
   - 30-50 can simultaneously access for traceability.
10. Performance:
    - Response time for generating project report- 10 to 20 seconds
11. Reports can be exported in different formats- preferably pdf

Action Items provided by mentor:

1. Provide SOW at the communicated date.
2. Create risk list, prioritize and address the most critical risk.
3. Set objectives for every cycle or iteration.

Meeting 7 – September 19, 2016

Date: 19th Sept 2016

Agenda: To conduct stakeholder interview regarding quality attributes.

Attendees: Dr. Sivakumar, Team 3 and Team 4

Insights from the meeting:

1. Certain QA attribute scenarios were identified and the stakeholder responses have been captured in the following sheet.

   https://docs.google.com/document/d/1zTNP2gChI7oGsSbsEPWmR5tBfbQVCTPru9H6eLGIJYg/edit?usp=sharing

Action Items provided by mentor:

1. Refine QA scenarios and identify response measures.
2. Identify scenarios for performance attribute.

Meeting 6 – September 16, 2016

Date: 16th Sept 2016

Agenda: To review the project activities done last week.

Attendees: Dr. Sivakumar, Team 3 and Team 4

Insights from the meeting:

- Micro Plan Modifications:
    1. Include shorter, manageable cycles with micro plan for current cycle and milestone objectives for next two cycles.
    2. Define project milestones in terms of objectives.
    3. Create a micro plan for every cycle and review the weekly progress with team members.
    4. Ensure that resource normalization is done correctly.
- Team reflection:
    1. Identify where we are lagging behind, how much is the lag and how are we going to track the milestones?
    2. Be clear about the terminologies and metrics collected and whether the metrics help in adding value.
- If a task is unaccomplished in a particular iteration, we have to ensure that the customer is informed beforehand.
- We should be able to generate an invoice to the customer for every milestone.

- The iteration or cycle objectives have to be derived from set of features delivered and set of risks mitigated.
- Carry out risk mitigation activities which are listed in OpenUP.
- Acknowledge the received artifacts from customer.
- Provide a prototype to the customer to validate that the requirements have been clearly identified and understood.
- Document the method used for the project and reflect on whether it enables or disables project progress.
- Collect relevant project and process metrics that help us to predict, infer and project progress.
- Focus on delivery related activities.
- Quickly identify use cases and apply use case points technique to arrive at effort estimate for project.

Action Items:

- Review understanding of TSP planning process.
- Define the planning and tracking approach followed in the process document.
- Include a clear glossary of terminologies in process document.
- Identify cycle objectives for two milestones and a detailed plan for the current cycle.
- Learn about earned value calculations.
- Try to identify intermediate milestones for project.
- Identify raw scenarios for quality attributes and conduct a technical meeting next week.
- Identify system level use cases for effort estimation.

Meeting 5- September 12, 2016

Date: 12th Sept 2016
Agenda: To conduct interview with stakeholder.
Attendees: Dr. Sivakumar, Team 3 and Team 4

Insights from the meeting:

- Understanding features of existing system:
    1. The project manager showed sample data sheets about how the project artifacts were mapped.
    2. The change request manager provided more insights into the process of handling changes and identifying impact.
    3. The architect provided an overview of the meta model for the overall system, how the two subsystems communicate, and also provided us a view of the traceability model and the elements and their properties.
- Identification of quality attributes:

1. The attributes of integrity, reliability and security were identified as the architectural drivers.

Artifacts Received from customer:

- Sample data sheets used for traceability in the current system.
- Meta Model for traceability.
- Business context and activity flow for SSK Process Systems. (Received on September 5, 2016)

Artifacts received from mentor:

- "Developing large scale systems using Rational unified Process", to aid us in understanding the design of large systems.

Action Items:

- Identify process management metrics.
- Perform quantitative and qualitative analysis to assess project progress.

Meeting 4 – September 8, 2016

Date: 1st Sept 2016
Agenda: To review the project activities done last week.
Attendees: Dr. Sivakumar, Team 3 and Team 4

Insights from the meeting:

- Project Plan:
    1. Present the reflection of tracking data in form of graphs to the mentor.
    2. Objective for each cycle should be clearly defined with entry and exit criteria.
    3. The tasks that contribute to achieve this objective should be detailed and tracked.
    4. Activities should have proper naming conventions.
    5. At the end of every week, the team should conduct reflection meetings to identify how time was effectively spent and what went well.
    6. Categorize the activities clearly to enable better tracking.
    7. Conduct reviews within team members to reduce time spent on meetings.
- SOW:
    1. Clearly understand the business context.
    2. Identify business objectives from the context and prioritize these objectives to identify the critical objective.
    3. The project objective is defined such that it satisfies the critical business objective.
- Technical reviews
    1. It should be separately scheduled with the consultant to validate the artifacts produced.
    2. Try to minimize the hours spent on review by doing peer review.
- Process Framework:
    1. Initially, the cycle time should be short (ranging one to three).

2. At the end of each cycle, the micro plan for the next cycle is drafted.
3. Each cycle should have an objective of delivering an artifact.

- Include a glossary of terms to aid in understanding.
- Identify use cases at system level, which can be broken down into sub-system use cases.
- Mentor is concerned about the engineering value, stakeholder is concerned about the artifacts and deliverables in every cycle and the technical consultant will provide assistance and validate the artifacts.

Action Items:

To be completed on or before 16th September, 2016:

1. Identify quality attributes and derive scenarios pertaining to quality attribute concerns.
2. Conduct interviews with stakeholder to identify critical requirements and risks.
3. Perform use case modelling based on critical requirements.
4. Perform effort estimation for the project.
5. Define macro and micro plan for the project.
6. SOW sign-off (tentatively).

Meeting 3 – September 1, 2016

Date: 1st Sept 2016
Agenda: To understand the business and set the project context
Attendees: Dr. Sivakumar, Team 3 and Team 4

Insights from the meeting:

1. The customer explained the business flow as follows:
   - Every project has a base version and a customized version for each of the clients.
   - When there is a defect in the system, a change request is raised. Based on that, the corresponding artifact is to be pulled out, modified, tested and rolled out to the customer.
   - The current system uses a primitive Excel sheet to track the versions and artifacts of the project.
   - Since the process is done manually and the excel sheets are not up-to-date, the team pulls out the wrong artifacts for that patch or take a lot of time in identifying the right artifacts.
   - Sometimes, wrong versions are rolled out to the customers due to wrong linkages.
2. Based on the business flow, the following needs were identified:
   - Restrict the errors in linkages.
   - Identify the impact of a bug fix and pull out the relevant artifacts quickly.
3. The business objectives are listed below:
   - Increase customer satisfaction
   - Increase productivity of team members
   - Increase market share (customer base)

- Increase revenue

4. Project deliverables:
- From the stakeholders' perspective, he requires the tool, training team members to use the tool, tool documentation.
- Stakeholder needs evidences that we have carried out the development process and built the tool.
- Customize the process to include only the sufficient and relevant deliverables.

5. Mentor artifacts:
- Provide those artifacts that prove that we have understood the concepts.

6. Mentor reflections:
- Identify if the method is repeatable.
- Will the method be successful if applied to all projects?

Action Items:

To be completed on or before 9th September, 2016

1. Document the project context.

2. Identify stakeholders.

3. Activity Diagram to understand the current process flow.

4. Fishbone diagram – root cause analysis

5. Identify how the problems impact the business objective.

6. Establish SOW.

Future tasks:

1. Identify the stakeholder needs.

2. Prioritize the needs of the stakeholder.

3. Identify correct process methodology and relevant artifacts and milestones.

Meeting 2- August 31

Date: 31st Aug 2016

Agenda: To review our plan for the past week.

Attendees: Dr. Sivakumar, team 3 and team 4

Insights from the meeting:

1. Teams should create a plan and try to stick with the plan.
2. Plan should contain minimum 36 hours per week for Team 3 and minimum 48 hours per week for Team 4.
3. Tasks should be broken down and assigned to individual team members. (Minimum 12 hrs per person per week)
4. Any task assigned should not take more than 4 hours of time.
5. Teams need to identify a process which we are going to adapt for our project.
6. Teams should justify the process which we are adapting and we should customize the process in such a way that it could fit well as per the project's context.
7. After fixing the process, we should start eliciting the needs from the respective stakeholders.
8. Teams should assume that the requirements might change during the project.
9. Teams should integrate and minimize working redundancy.
10. Mentor artifacts:
    - Requirements document
    - Architectural Design
    - Code documents
    - Test plan
    - Test data
    - Project Management plan
    - Project estimation plan
    - Tracking data
    - Deployment guidelines
    - User manual
    - Integration test plan
11. The model manager exposes services for entering the models, which are called by the front end.

Action items:

1. Each team should create task plan and assign tasks for individual team members – 31st Aug, 2016
2. Teams will get back with the process to be followed by 6th Sep, 2016.
3. Teams will meet on 1st Sept and 6th Sep 2016.
4. Teams will conduct stakeholder meeting (on existing problems) by 6th Sep 2016.

Meeting 1- August 23

Agenda: To discuss on what is the Practicum project for Team 3 & Team 4.

Attendees: Dr Sivakumar, Team 3, Team 4.

The highlights of the meeting held on 23rd August, 2016 are listed below,

1. We need to develop a tool for traceability and it consists of two modules – Model Manager(Team 4) and Traceability (Team 3)
2. It should be based on CMMI-level 5 standards for requirement traceability.
3. The Model manager consists of the below features
    a. Model definition
    b. Model update
    c. Restore
    d. Backup
    e. Manage users/role
4. Model manager can be either a Desktop/Web application.
5. The problems with the current system are requirements are incorrectly mapped with artifacts (incorrect traceability). Example- business use cases are mapped to system test cases since this is done manually and there is no user level restrictions.
6. Due to this incorrect traceability when there is a change request it becomes difficult to track all the artifacts to the corresponding requirement.

Action items

1. Team 3 and 4 will check on feasibility of the project and report it by 30th Aug, 2016.
2. Team 3 will get back with the process to be followed by 30th Aug, 2016.
3. Team 3 and Team 4 will discuss on the technology by 6th Sep, 2016.

Team-3 Requirements from customer:

System Requirements
- Develop a model-based traceability tool
- Web browser based frontend
- Models differ with project. Tool must be able to accommodate all types of models
- Restrict the way traceability is done
- Model manager is provided by team 4 which has to integrated with team 3 frontend to provide a complete tool
- Everyone in the organization should be able to view and link elements in the tool according to their respective roles and responsibilities.
- Tool should be deployable for desktops and laptops only, not mobile phones.
- Every project can adapt a different model.
- Viewing of elements must also have a provision for report generation

Other requirements
- Coding standards must be followed
- Process adapted must be justified
- A repository for the team must be maintained
- Architecture must be completed by December 2016
- Some part of the implementation must be done by December 2016