**ADVISOR MEETING AGENDA**

*For meeting: Wednesday 2/19/2014*

**Team Name: jBehaving**

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| --- | --- | --- | --- |
| Start Time: | 6:45 pm | End Time: | 7:11 pm |

*Attendance:* ✔ or ✖

|  |  |
| --- | --- |
| *Ashley Finger* | ✔ |
| *Bai Xiong* | ✔ |
| *Cody Lanier* | ✔ |
| *Cody Prior* | ✔ |
| *Daniel Gallegos* | ✔ |
| *Michel Watson* | ✔ |

Agenda prepared by: Cody Lanier

**AGENDA ITEMS:**

1. **Review and approve the minutes of the previous week’s Faculty Adviser meeting.**

Last week was just a meet and greet

1. **Review “Weekly Status Report”**. Review the prior week’s reported work, including team member tasks (the times reported, the work completed and work yet to be done). The status report should reflect the impact of the prior week’s work on the phase\* reported in the Project Schedule and detailed in the associated Work Breakdown Structure (WBS).

\* The Project Work Phases are the following: PROJECT CHARTER, PMP (Project Management Plan), Req't Prototypes, SRS (Software Requirements Specification), Requirements Review with Sponsor, Architectural Design Prototypes, Interaction Design for each feature, SDS (Software Design Specification), BASELINE CODE, STS (System Test Plan & System Text Cases), TESTING & STR (System Testing & System Test Report), UM (User Manual), DELIVERY–CD, and he Delivery Meeting with Sponsor.

At the start of each phase of work, the team is to prepare a WBS which shows the week by week list of tasks necessary to complete the phase. If the completion milestone for the phase is an approved document, the Technical Review and delivery of the draft document to the Faculty Adviser should be included in the WBS. The initial WBS and updated versions of the WBS are to be submitted to the Faculty Adviser. *Note*. *If needed, the team’s Faculty Adviser will work with the team in preparing the WBS*.

The WBS is to be used to assign team members to weekly tasks. The team is to review with the Faculty Adviser the previous week’s assigned work and the status of the work yet to be done. This review should be similar to the review the team performs at their weekly meeting. If the project schedule for the phases of work and/or the WBS need to be updated, this should be discussed with the Faculty Adviser.

**3.** If the team has met with the sponsor in the previous week, review minutes of meeting (*Note. Sponsor meetings should be included in the WBS*). In addition, the team should discuss with the Faculty Adviser the current state of the team’s relationship with the sponsor, especially if there has been any changes and/or issues raised.

**OLD business items**.

1. Group Picture - taken by Advisor

**NEW business items.**

1. Clarify weekly summary report to be submitted digitally to Advisor
   1. Verbal summarize of weekly status during meeting
2. Clarify day of the week to submit deliverable
   1. Wednesday’s meeting with Advisor is fine.
   2. Scheduled submission date for Project Charter - 3/12/2014
3. Weekly Status report
   1. Divided up sections of the Project Charter 2/19/2014
   2. Created templates and started filling out Project log documents - agendas, minutes, timecards, technical review
   3. Expecting to have Project Charter sections 1 & 2 and Appendix A done.
   4. Advisor Feedback: Want to get feedback from sponsor as soon as possible (quick prototyping)
      1. Meet with Sponsor as needed and will ask questions as needed
      2. First draft submission of deliverables - will determine grade of deliverable
      3. When does sponsor need to approve? - Advisor will ask Instructor
      4. Writing will be graded against CSUS writing standards (MLA, etc)
   5. For next meeting:
      1. Present document progress and organization to Advisor
   6. Questions:
      1. Which document and when do those documents need to be approved by Sponsor

**NOTE**: The faculty adviser is responsible for the review and approval of all documents. The team is responsible for the technical review and subsequent approval of all documents prior to submittal to the Faculty Adviser. The approved documents must be submitted to the team’s Faculty Adviser for review. The Adviser will review with the team whatever revisions are necessary. The initial submittal of a document would be indicated as a NEW Business item. The submittal of subsequent revisions would be listed under OLD Business.