**ADVISOR MEETING AGENDA**

*For meeting: Wednesday 05/07/2014*

**Team Name: jBehaving**

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| --- | --- | --- | --- |
| Start Time: | 6:45pm | End Time: | 7:00pm |

*Attendance:* ✔ or ✖

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

**AGENDA ITEMS -** Agenda prepared by *Bai Xiong*

1. **Review and approve the minutes of the previous week’s Faculty Adviser meeting.**
2. **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).

**OLD business items**.

1. SRS Feedback
   1. dots on table of contents
      1. not told about in previous documents, why marked down now? (not marked down for it, just a comment to make it better)
   2. specific requirements, section 3, need and want - define in section, but don’t be repetitive through document?
      1. need and want were from template, why get marked down for using those terms
         1. put need and want definitions in the definition of priority, take out the priority definition that is there currently
         2. also define need and want at the beginning of the section for the use cases
   3. error messages for incorrect or missing data in the use cases
      1. ask sponsor how he wants it highlighted, she just thinks that it should be mentioned if it will be highlighted or not and how so
   4. keep the form filled in when reloading page for missing or incorrect information on forms
      1. ask sponsor if he wants this, and mention in use cases
   5. differences between numbers and bullets
      1. keep doing what we are doing, no defining needed

**NEW business items.**

1. Status Report
   1. will have final draft of SRS turned in by May 13 via SacCT
   2. hard copy? - no hard copy needed, just soft via SacCt
2. Signatures for Deliverables
   1. advisor signature for SPMP and SRS - signed SRS in meeting, will get approval page and return to advisor
   2. hard copy of all items for advisor? - not needed, but she would like one if we want to print it out
   3. soft copy (disc) for advisor? - not needed

**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.