

## Meeting Memo

### Dependency analysis for Kactus2

#### Team meeting

Date: 14.11.2012, 12:30 – 13:30

Number of meeting: team meeting 4/2012

Place: Tampere University of Technology, Korkeakoulunkatu 1, room TB215

Participants: Joni-Matti Määttä (Project manager)  
Mikko Honkonen (Project team member)  
Tommi Korhonen (Project team member)

#### Meeting

1. Reviewed the current status of the project, what's been done since last week. Project plan only requires last few finishing touches (mainly formatting) and some input from course staff for scheduling.
2. There's an opportunity to have project plan presentation on 30.11, and with status of the project plan this would suit our team.
3. Small adjustments to project scheduling. Schedule is now finished as long as it's fine for the course staff.
4. Project risks revised in project plan, these will still need short textual descriptions.
5. Started thinking about functional specification. Document template added to version control, with chapters assigned to group members and marked in the document. This should start to be worked on.
6. Sent an email to course staff:
  - Reserving a project plan presentation slot on 30.11.
  - Assistant meeting scheduling.
  - Preliminary schedule of final presentations.
7. Next week should be a good time for the next client meeting, with discussion about the functional specification. We'll have a team meeting before that. Thursday would be a good time for the client meeting, and Wednesday for team meeting. Joni-Matti will arrange the client meeting.

#### Decisions made

1. Project plan presentation on 30.11 if it's fine with course staff.
2. Schedule finalized, though input required from course staff.
3. Functional specification chapters assigned to team members.
4. Team and client meeting next week.

### Actions to follow

1. Finishing touches for the project plan should be done before next week's team meeting.
2. Waiting for course staff input for final scheduling.
3. The software's functionality on functional specification level should start being thought of, with ideas ready for next week's team meeting.
4. Next team meeting on Wednesday 21.11.2012 on 12:30. Group up in the hallway of Tietotalo.
5. Client meeting to be arranged by Joni-Matti for next week, date and time not yet known.