

Meeting Memo

Dependency analysis for Kactus2

Team meeting

Date: 5.12.2012, 12:30 – 13:15

Number of meeting: team meeting 7/2012

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 first monthly report. Changes needed in the budgeting section after budgeting is revised in the project plan. This will require input from the client. Otherwise the report seems to be ready for delivery.
2. Reviewed status of the functional specification. Work has started well on the features, but still quite a lot of work left.
3. We had the project plan presentation last week and after that we should revise the project goal section. However it seems difficult to provide any quantitative goals for the project, but input from client is needed. Even previous research only seems to use words like “better” and “easier” with no actual percentages or such.
4. Moving to a meeting with the client right away.

Decisions made

1. Budgeting and project goals should be revised in the project plan after our feedback from the presentation. We'll need input from the client.

Actions to follow

1. Everyone knows what to do, so work will continue on functional specification as planned.
2. Joni-Matti will revise budgeting, input needed from the client.
3. After budgeting is revised, monthly status report should be delivered.
4. Client meeting following the team meeting.