Team Feynman Sunday Meeting 2/26/2017

Present:

1. Project Phase One Postmortem
   1. Project manager / development team communication/participation issues
      1. Did SPMP final make it in on time for PMs?
      2. Need to look at documents as soon as they are assigned
      3. Need to uphold promises to review documents
      4. Need more feedback - did you submit? What was good about the document? What would you fix? Is there any information missing?
      5. Need PM availability & schedule, fill out general availability document & exceptions calendar for when you will be unavailable outside the general window
      6. Clarify meeting schedule
      7. Clarify PM assignment turnin vs. DT assignment turnin
      8. Progress report scheduling
   2. Five items that were largest contributors to problems
      1. Durwin
      2. Erik
         1. Late generation of project artifacts
            1. Need to keep better track of artifact dependencies
            2. Need to stay on top of tasks better
            3. Recommend more liberal use of Wrike to track both of the above

Creation of tasks in Wrike AND in meeting minutes and proper hierarchical format

* + - 1. Not quite there as far as resource management - Some people didn't have anything to do while some people had more than they could handle (Me)
      2. PM Communication Problems
      3. SPMP artifact consolidation issues
      4. SPMP spelling and "fluff" issues
      5. Microsoft Word as documentation tool sucks
      6. Need consistent style & formatting for technical docs, good idea to also do for code to some degree
    1. Alex
    2. Cindy

1. Progress Report 2/27/2017
2. Evaluations 2/27/2017
3. Presentation 3/6/2017
   1. Group Picture
      1. Schedule Picture Date & Agree upon picture idea (Meme?)
   2. Determine items for discussion
   3. Determine speakers / presenters
   4. Determine talking points
4. Phase II Artifacts 3/17/2017
   1. SRS
      1. 1.0 Introduction
         1. 1.1 Goals and Objectives
         2. 1.2 Statement of Scope
         3. 1.3 Software Context
         4. 1.4 Major constraints
      2. 2.0 Usage scenario
         1. 2.1 User Profiles
         2. 2.2 Major Software Functionality
         3. 2.3 Special Usage Considerations
      3. 3.0 Data Model and Description
         1. 3.1 Data Description
            1. 3.1.1 Entity-Relationship Diagram
            2. 3.1.2 Data Flow Diagram
            3. 3.1.3 Object Relationships
            4. 3.1.4 Complete Data Model
            5. 3.1.5 Data Dictionary
      4. 4.0 Functional Model and Description
         1. 4.1 Use Cases
         2. 4.2 Software Interface Description
            1. 4.2.1 External Machine Interfaces
            2. 4.2.2 External System Interfaces
            3. 4.2.3 Human Interface

4.2.3.1 User screen interface layouts

4.2.3.2 Report layouts

* + - 1. 4.3 Sequence Diagrams
      2. 4.4 Communication Diagrams
    1. 5.0 Behavioral Model and Description
       1. 5.1 Description for Software Behavior
          1. 5.1.1 Events
          2. 5.1.2 States
       2. 5.2 State Transition Diagrams
    2. 6.0 Restrictions, Limitations and Constraints
    3. 7.0 Validation Criteria
       1. 7.1 Classes of Tests/Test Strategy
       2. 7.2 Expected Software Response
       3. 7.3 Performance Bounds
    4. 8.0 Appendices
       1. 8.1 System Traceability Matrix
       2. 8.2 Product Strategies
       3. 8.3 Analysis Metrics to be Used
       4. 8.4 Supplementary Information (as required)
  1. Use Case Summary
  2. Use Case Specifications

1. Phase II Presentation 3/20/2017