

**Date:** Tuesday September 18<sup>th</sup> 2018

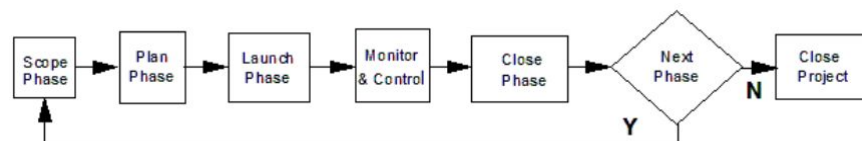
**Time:** 12:30 - 1:30

**Location:** Howard B. Waltz Music Library Room N280

**Team:** Frog Finders

## Meeting Agenda / Questions

- Discuss submission of the IP form.
- Discuss meeting with sponsor.
  - What do we still need from sponsor?
  - What hurdles are we facing?
  - Additional questions?
- Process Model Choice:
  - The Extreme Project Management Model Life-cycle best describes the process model with which our team should follow. The project management life cycle consists of scoping, planning, launching, monitoring & controlling, and closing.
  - Specifically the extreme project management life-cycle looks like this:



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- The Visa team project consists of a known goal, but an undefined set of steps to reach that goal, which places the project within the R&D realm as anomaly detection is at the forefront of deep learning research. Furthermore, there is high risk because it's an R&D project and success is not guaranteed because success is reliant on the creation of a newly defined solution for such a problem. Both of the above characteristics are characteristics that define the xPM (Extreme Project Management) life-cycle, where the solution is not clear, but the goal is clear.
- Our project does not fit the characteristics that match the MPx lifecycle because we have a known goal and the MPx lifecycle is used when the goal and the solution are both unknown. Furthermore, our project does not fit within the traditional project management life-cycle because TMP projects are characterized as being low complexity with few scope change requests, where our project maintains high complexity and will likely face some sort of scope change. Additionally, our project also does not follow the agile project management life-cycle as the characteristics that match an APM lifecycle are problems with a known solution, where ours is not known and with meaningful client involvement, which won't be the case once we have nailed down the specifics of what the client wants.
- Adaptive Project Management Life Cycle (Goal known but solution not known)
  - Solution discovery, function discovery, and feature discovery.

- Thoughts?

- Roles:
  - Documentation Lead
  - Project Manager
  - Architectural Lead
  - Communications Lead (falls under team lead? Role includes meeting scheduling?)
- Teams Fail Because:
  - A person covers up their ignorance. Discuss.
  - Do not amicably contribute to discussions. Discuss.
- Pivotal Tracker
  - Are we interested in using this?
    - If you are get a free plan here:  
[https://www.pivotaltracker.com/help/articles/other\\_free\\_options/](https://www.pivotaltracker.com/help/articles/other_free_options/)
- SRS - System Requirements Specification
  - Long-ranging projects
  - Describes features and behavior of a system
  - Likely best choice
- Use Case
  - Describes how end user interacts with the system.
  - Interactions are unknown, given that fraud detection will manage our model.
  - Thoughts?
- User Stores
  - What, Who, Why, When
  - Similar downsides to Use Case.