**Date/Time:** 25/2/2013, 23:15-23:59;

**Location:** DEIS-L2.2

**Moderator:** João Cunha

**Goals:**

Analyse team preparation and processes planning

**Participants:**

* João Cunha (JC); Carla Machado (CM); David Silva (DS), Filipe Brandão (FB); João Martins (JM); João Girão (JG); Mário Oliveira (MO); Rui Ganhoto (RG)

**Agenda:**

1. Meeting startup (review agenda; prepare minutes) [5 min]
2. Review project preparation (dashboard, repository, logs, time records) and weekly report [10 min]
3. Analyse processes list [10 min]
4. Analyse Documents Management Process [10 min]
5. Individual tasks and commitments to the project [7 min]
6. Goals for next week and AOB [3 min]

**Items Discussed:**

1. Startup

* The meeting minutes document is temporarily in GDocs. The team will move to it’s preferred place.

2. Project preparation

* Project dashboard will be in: <https://sites.google.com/site/misps1213/>
* Documents are in SVN: <http://projetosoftware1213.googlecode.com/svn/trunk/Docs/>
* Logs and time records are temporarily in a Google Spreadsheet (will change to SVN): <https://docs.google.com/spreadsheet/ccc?key=0AkKJcGDREirhdEZueUZtUXdiM0c5TDlIamxrNjBpN3c&usp=sharing#gid=0>
* Weekly report has been submitted

3. Processes list

* Remove “Architectural Design” and “Construction” processes
* The Software Development Process is missing

4. Documents management

* Add “ready to revision” state
* Add facebook to tools, for logging comments

5. Logs and time tracking

* Will change to SVN
* The level of detail is OK

**Action Items:**

AI1 - Create dashboard - FB

AI2 - Logs and Time records in SVN - MO

AI3 - Plan when processes will be defined - CS

AI4 - Build fFirst draft of project Vision and Scope - JG

**Next Meeting:** 4/3/2013, 22:00; Moderator: RG