**Date/Time:** 11/3/2013, 22:45-23:30;

**Location:** DEIS-L2.2

**Moderator: Filipe Brandão**

**Goals:**

Analyse 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)

**Participant Roles:**

* Time Keeper – RG
* Note Keeper – JM

**Agenda:**

1. Meeting startup (review agenda) [2 min]
2. Analyse weekly report [5 min]
3. Review changes to Vision and Scope [5 min]
4. Analyse Processes [18min]:
   1. Analyse changes to Documents Management Process
   2. Analyse Project Planning Process draft
   3. Analyse Requirements Process draft
   4. Analyse Project Control and Assessment Process draft
5. Review changes to processes estimates [5 min]
6. Review dashboard [2 min]
7. Individual tasks and commitments to the project [5 min]
8. Goals for next week and any other business [3 min]

**Items Discussed:**

1. Weekly Report presentation;

* Too much average overtime per week
* Analyse work done ( real difficulties and obstacles)
* Detail more goals for the next week

2. Vision & Scope;

* Document needs a new English review
* Review Technology in vision statement: Decision: Review Technical specifications
  + Framework .NET 4.5 doesn’t work on Windows XP

3. Documents Management Process;

* Changing a document to deprecated seems complicated

4. Project Planning Process;

* Improve inputs ( Vision and Scope to generate a necessity)
* Correct the name Poker Planning to Planning Poker
* Discuss and decide if earned value will be inside this process or in Project Control and Assessment Process
* A new Measure should be created for this process (deviation from the plan, effort, term and Scope)
* Check if the control was weak and where was the weakness - Measures
* Define Coding Standards

5. Requirements Process

* Add Vision and Scope to inputs

6. Project Control and Assessment Process

* Check if earned value will be in Inputs section
* Define how this process will act and when (this value can be in Project Planning Process)

7. Changes to processes estimates

* Start planning while defining the Processes
* Kick off meeting estimated to 08/04/2013 ( requires Project and Quality Plan)

**Action Items:**

AI1 – Create DashBoard – FB – **Done**.

AI2 – Logs and Time records in SVN – MO – **Done**

AI3 – Plan when processes will be defined – CM – **Done**

AI4 – Build first draft of project Vision and Scope – JG – **Done**

AI5 – Define Project Planning Process – FB – Almost Done

AI6 – Refinement and Review of the Vision and Scope document – JG – **Almost Done**

AI7 – Review and approve the documents management process –**Done**

A|7.1 – Review – FB

A|7.2 – Approve – RG & JG

AI8 – Redefine processes list and estimations – CM -**Done**

AI9 – Reorganize dashboard – FB - **Done**

AI10 – Finish Project Planning Process – JM & FB

AI11 – Start Review Process – MO & FB

AI12 – Finish Requirements Process - JG & CM

AI13 – Ready for review Project Assessment and Control Process – DS & RG

**Next Meeting:** 18/3/2013, 22:00; Moderator: MO