**Date/Time:** 04/04/2013, 22:00-22:45;

**Location:** DEIS-L2.2

**Moderator: Carla Machado**

**Goals:**

Analyse project plan and quality plan

**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 – Mário Oliveira
* Note Keeper – David João

**Agenda:**

1. Analyse weekly report [5 min]
2. Analyse Project Plan [10 min]
3. Analyse Quality Plan [10 min]
4. Analyse Processes [10 min]:
   1. Project Control and Assessment Process
   2. Verification and Validation Process
5. Individual tasks and commitments to the project [5 min]
6. Goals for next week and any other business [3 min]

**Items Discussed:**

1. Meeting startup (review agenda)
2. Weekly Report analysis
3. Analyse Project Plan
   1. Using all team to make the use case is a bad practice that needs to be reconsidered
   2. Project will not be completed in time, some mitigations could be:
      1. Use half time to make the DB and the remain to make the SRS
      2. Make the test plan and SRS at same time (improves the consistency and validation of the result)
   3. 13h to make the SRS isn’t realist (it needs more time)
4. Analyse Quality Plan
   1. Quality concepts must be properly defined
   2. Quality concepts must be grouped accordingly with her type (usability, performance, etc)
   3. Some quality concepts must have a fixed completion time to be accepted
5. Processes Analysis
   1. Project Control and Assessment Process
      1. Define what is a problem (in this case is a delay)
      2. Using the documentation about the earned value (and probably the earned value itself) could help finding a way to define a value after which a task must be considered overdue
      3. Effort and time must not be considerate separately when verifying if a task is overdue
      4. Must be made an initial meeting to analyse the risks
      5. Subsequent meetings must not be weekly, making a simple review of a risk list is enough
   2. Verification and Validation
      1. The actual process is more similar to a test plan, rename it is a possibility
      2. Some metric must be defined (p. ex: Number of unit tests)
      3. Designate at least the number of created, concluded and failed tests
   3. Individual tasks and commitments to the project
   4. Goals for next week and any other business
      1. Kickoff meeting must be directed by project manager.

**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 –**Done**

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

AI7.1 – Review – FB

AI7.2 – Approve – RG & JG

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

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

AI10 – Finish Project Planning Process – JM & FB –D**one**

A10.1 – Review - MO

A10.2 – Approve - CM & RG

AI11 – Start Review Process – MO & FB – **Done**

A11.1 – Review - CM

A11.2 – Approve - RG & DS

AI12 – Finish Requirements Process - JG & CM –**Done**

A12.1 – Review - MO

A12.2 – Approve - FB & RG

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

AI14 – Start Verification & Validation Process – JG & JM – **Almost Done**

AI15 – Start project planning and definition of Quality plan – FB & CM – **Almost Done**

AI16 – Finish project planning – FB & CM

AI17 – Finish of Quality plan – FB & CM

AI18 – Redefinition, review and approve Project Assessment and Control Process – DS & RG

AI19 – Review and approve Verification & Validation Process – JG & JM

**Next Meeting:** 08/04/2013, 22:00; Moderator: João Girão