**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. The possibility of all member of the team being involved in the use case definition is not a viable one
   2. Project will not be completed in time, some mitigations could be:
      1. Use the first half of the week to make the Use Cases and the remaining to make the SRS
      2. Make the test plan and SRS at same time (improves the consistency and validation of the SRS content)
   3. It may be needed more than 20h to make the SRS
4. Analyse Quality Plan
   1. Quality attributes must be properly defined
   2. Quality attributes must be grouped accordingly with its type
   3. In order to access the presence of some quality attributes, tests with defined thresholds must be designed. For instance time limits for certain actions
5. Processes Analysis
   1. Project Control and Assessment Process
      1. Better definition of what may be considered a problem
      2. Using the documentation provided by the teacher about the earned value analysis (and probably the earned value itself) could help in 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. An initial meeting must be made in order to analyse the project 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, renaming it is a possibility
      2. More metrics must be defined (p. ex: Number of unit 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 –**Done**

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

AI16 – Finish project planning – FB & CM

AI17 – Finish of Quality plan – FB & CM

AI18 – Review and approve Verification & Validation Process – JG & JM

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