**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 – Filipe Brandão
* Note Keeper – David João

**Agenda:**

1. Analyse weekly report [5 min]
2. Analyse Project Plan [12 min]
3. Analyse Quality Plan [12 min]
4. Analyse Processes [3 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:**

**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**

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 – **Almost Done**

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 – **Almost 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

A15 – Start project planning and definition of Quality plan – FB & CM

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