**Date/Time:** 15/04/2013, 23:00-23:45;

**Location:** DEIS-L2.2

**Moderator: João Martins**

**Goals:**

Analyze use cases, requirements, mockups and acceptance tests and work for next week

**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 – Carla Machado

**Agenda:**

1. Analyze weekly report [5 min];
2. Analyze use cases and mockups[15 min]
3. Analyze requirements[10 min];
4. Analyze Acceptance tests[5 min]
5. Individual tasks and commitments to the project [5 min];
6. Goals for next week and any other business [5 min];

**Items Discussed:**

* Weekly report
  + The plan should contemplate 7 work weeks
  + The plan should contemplate the time allocated to quality and management
    - Add a task weekly in terms of earned value may be a better option than adding only one task that runs through the whole project. The gain is weekly instead of only in the end.
  + Repository management should also be contemplated in the plan
  + In the earned value if the column Resources is not being used it can be eliminated
    - It could be maintained for informative purposes only.
* Use cases and Mockups
  + Mockups usually don´t have colors
  + The use of colors in terms of usability must be unmistakable. The point of usability is that the user doesn’t need to think in order to know what to do
* Requirements
  + Questions about exportation of the data and generations of statistics
    - Exportation is contemplated the generations of statistics isn’t
* Test Cases
  + The tests are being described so that anyone could execute them
* Other Business
  + Coding standards
    - When defining a standard default value define only one value
    - Adding a coding standard in the comments sections about the Author of a class/method
  + Scheduling of an interview with the client (João Cunha)
    - Thursday, 18th at 9h30

**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 –**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 – **Almost Done**

AI17 – Finish of Quality plan – FB & CM – **Almost Done**

AI18 – Review and approve Verification & Validation Process – JG & JM –**Almost** **Done**

AI19 – Start the Requirements Analysis – RG & CM & FB – **Done**

AI20 – Prepare Earned Value – JG – **Done**

AI21 – Finish Coding Standards – RG – **Almost Done**

AI22 – Finish the Project Assessment and Control Process - RG & DS & MO – **Almost Done**

A|23 – interview with the client – JG & MO & JM

A|24 – update the project plan – FB

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