**Date/Time:** 29/04/2013, 22:00-22:45;

**Location:** DEIS-L2.2

**Moderator: Rui Ganhoto**

**Goals:**

Analyze risk plan and use cases, requirements, mockups and acceptance tests modified after client interview 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 – João Martins
* Note Keeper – João Girão

**Agenda:**

1. Analyze weekly report [5 min];
2. Analyze Mockups [5 min];
3. Analyze Requirements [10 min];
4. Analyze ER [5 min];
5. Analyze Acceptance Tests [5 min];
6. Individual tasks and commitments to the project [5 min];
7. Goals for next week and any other business [10 min];

**Items Discussed:**

* Weekly report analysis:
  + EV has inconsistencies:
    - The EV and the Logs must be completed on time;
    - The PM should send e-mail and/or sms and/or phone the team members;
* Mockups analysis:
  + Mockups are very nice but you have to rename active inactivity checkbox in configurations;

Analyze and decide on best position of the Show/Hide tasks list:

* + - Show/Hide tasks list button gets on top (ref: Mockups);
* Interface Requirements analysis:
  + Decide:
    - What happens to the task that is running when the user is in the system configurations?
    - Can the user add or delete a task when he is in the configuration section? What happens to the tasks dropdown list in configurations form?
* Performance Requirements analysis:
  + 10 seconds for 100 task:
    - seems an exaggerated amount of time;
    - Suggestion: Build a prototype to test;
* E/R Diagram Analysis:
  + FB presented his diagram:
    - Add table with inactivity configuration OR Add table with shortcuts and inactivity time. These tables aren’t connected to anything;
  + JM presented his diagram but he explained that it was only a sketch:
    - The diagram was a class diagram and not a E/R diagram;
* EV analysis:
  + The test plan doesn’t contribute for the progress of graphic has it still isn´t finished ;
  + Suggestion: Split Test Plan task;
* Individual tasks analysis topic was jumped because time was short;
* RG concluded that he should have tasks for next week:
  + Suggestion: Analyze or advance others tasks BUT the PM has to authorize;
* At the end of the meeting, a team member requested a detailed analysis of the EV:
  + We analyzed the tasks and their time;
  + Split task: Rework and Follow-up;

**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 –**Done**

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

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

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

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

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

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

AI23 – interview with the client – JG & MO & JM - **Done**

AI24 – update the project plan – FB - **Done**

AI25 – Get SRS ready for Inspection– JG & MO - **Done**

AI26 - Continuation of the Inspection of the SRS (Preparation started this week) – JG & MO

AI27 - Finish Test Plan – JM & DJ

AI28 - Finish the Database Architecture – FB & JM

AI29 - Review (Walkthrough) of the Database Architecture – FB & CM & RG & DJ & JM & JG & MO

AI30 - Re-estimation - FB & CM & RG & DJ & JM & JG & MO

**Next Meeting:** 06/05/2013, 23:00; Moderator: Filipe Brandão