**Date/Time:** 20/05/2013, 22:00-22:45;

**Location:** DEIS-L2.2

**Moderator: David Silva**

**Goals:**

Analyze the finish of the Requirements Analysis phase

**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 –
* Note Keeper –

**Agenda:**

1. Analyze the Acceptance Tests [10 min];
2. Analyze concluded UI’s [15 min];
3. Individual tasks and commitments to the project [5 min];
4. Goals for next week and any other business [10 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 –**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 - **Done**

AI27 - Finish Test Plan – JM & DJ – **Almost Done**

AI28 - Finish the Database Architecture – FB & JM - **Done**

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

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

AI31 –Finish database module – RG

AI32 – Develop user interfaces – RG & DS & JM

AI33 - Start developing some functionalities such as “Add tasks”, ”Show task details”, “Show task listing” – DS & JG & MO

**Next Meeting:** 27/05/2013, 22:00; Moderator: