**Date/Time:** 04/03/2013, 22:00;

**Location:** DEIS-L2.2

**Moderator:** Rui Ganhoto

**Goals:**

Analyse processes planning

**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 – DS
* Note Keeper – JG

**Agenda:**

1. Review project preparation (dashboard) and weekly report [7 min]
2. Review processes list and process priorities and estimates [15 min]
3. Analyse Vision and Scope [13 min]
4. Individual tasks and commitments to the project [7 min]
5. Goals for next week and AOB [3 min]

**Items Discussed:**

1. Dashboard presentation;

* Analysis and discussion;
* Recommendations on improvements:
  + Delete Burndown Chart;
  + Add links with contacts, documents and repository;

2. Weekly Report presentation;

3. Review Processes Lists and estimations;

* Analysis: Project Planning Process and Software Development Process;
* Analysis of estimates: too much time for definition of processes (effort);
* Discussion of alternatives for reducing the effort;
* Decide to implement the software development process or include in the planning process (life cycle);
* Decide on the Possibilities of disposing of the Requirement analysis process and include it in the software development process or simplifying it;

4. Vision and Scope

* Vision and Scope presentation;
* Discussion of important aspects of the project (technology and platforms);
* Suggestion from a colleague about a new idea for the project (Poker Planning);
* Decision: discuss about the project theme (if project theme is changed redefine Vision and Scope. Else complete the document) and analysing the application usability;

5. Review Documents Management Process;

* News documents states presentation;

6. Explanation of how to divide tasks by type;

* Suggestions: by phase or by components;

7. Analysis Individual tasks and commitments to the project:

* Individual intervention;

**Action Items:**

AI1 – Create DashBoard – FB – **Almost done**.

AI2 – Logs and Time records in SVN – MO – **Done**

AI3 – Plan when processes will be defined – CM – **Almost done**

AI4 – Build first draft of project Vision and Scope – JG – **Almost done**

AI5 – Define Project Planning Process - FB

AI6 – Refinement and Review of the Vision and Scope document - JG

AI7 – Review and approve the documents management process

AI7.1 – Review – FB

AI7.2 – Approve – RG & JG

AI8 – Redefine processes list and estimations - CM

AI9 – Reorganize dashboard - FB

**Next Meeting:** 11/3/2013, 22:45; Moderator: FB