**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 estimates: too much time in the processes (effort);
* Discussion of alternatives for reducing the effort;
* Keep the software development process (life cycle);
* Possibility to dispose the Requirement analysis process and include it in the software development process;

4. Vision and Scope

* Vision and Scope presentation;
* Discussion of important aspects of the project (technology and platforms);
* Suggestion of a colleague about a new idea for the project (Poker Planning);

5. Review Documents Management Process;

6. Explanation of how we divide tasks;

7. Analysis Individual tasks and commitments to the project:

* Individual intervention;

**Action Items:**

AI1 – Define Project Planning Process;

AI2 – Redefine and Review the document Vision and Scope;

AI3 – Review and approve the documents management process;

AI4 – Redefine processes list and estimations;

AI5 – Reorganize dashboard;

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