**Date/Time:** 22/04/2013, 21:40-22:40;

**Location:** DEIS-L2.2

**Moderator: David Silva**

**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 Girão
* Note Keeper – Mário Oliveira

**Agenda:**

1. Analyze weekly report [5 min];
2. Analyze risk plan [10 min];
3. Analyze use cases and mockups[10 min];
4. Analyze requirements [15 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
  + The values of earned value are weird, it is necessary to verify the excel document for possible bugs.
* Analyze risk plan
  + Document says that all interfaces must be created and managed by Rui Ganhoto, which is not totally true.
  + In Lack of knowledge on technology risk, instead of “formation” should be “training.”
  + It is necessary to find alternatives to reduce the risk impact.
  + It is necessary to end the “project plan is over budget” risk and reevaluate it when there is another estimate.
  + It is important to have a table in dashboard with all risks and their impact and probability or the product of these values, sorted by importance.
* Mockups
  + It is important that in the task details the most recent time be visible.
  + In the data exportation all data is exported.
  + In main window:
    - The tasks names can be large, so it is important to pay attention to column size.
    - The edit button of each task should be deleted. Task edition will be available from the task detail form.
    - It must be possible to differentiate visually the active from the inactive tasks.
    - Tasks performed today:
      * Should show only the hours and minutes of each task in the total time and today columns. The seconds are not necessary.
    - Tasks performed in other days:
      * Should appear only the date, not the hours and minutes.
  + In the button to expand the task list, just use standards, it isn’t necessary to invent.
* Analyze requirements
  + The 4STT-001:StartTime requirement should also stop the current task if there is one.
  + Discussion about what is done when the shortcut is entered and your task is already deleted:
    - A beep should appear or a brief popup that should be show to the user that should disappears without user intervention.
  + When a task is started a brief popup should be show to the user that should disappears without user intervention.
  + Requirements are not completed yet.
* Analyze Acceptance tests:
  + It is important to establish a set of pre-requisites and conditions for each test requirement.
  + Tests in sequence are also important.
  + It is mandatory to clarify where the Failure Test Report is stored, if in EA project or another place.
  + In test fail report, in the failure field, the tester has to write what the steps he did and what happened.
* Other business:
  + Process map:
    - It is important verify all inputs and outputs of all processes, and to have artifacts connected to all processes.
    - All processes should be connected to the Project Assessment and Control Process. It isn’t necessary to connect all processes to the Requirements Analysis Process.
    - Project Planning Process should receive the Vision and Scope document, because is used in Requirements Analysis Process
    - Instead of “Verfication & Validation Process” should be “Verification & Validation Process”.

**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 –**Almost** **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**

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

A|24 – update the project plan – FB - **Done**

A|25 – Get SRS ready for Inspection– JG & MO

**Next Meeting:** 29/04/2013, 20:30; Moderator: Rui Ganhoto