**Date/Time:** 11/3/2013, 22:45-23:30;

**Location:** DEIS-L2.2

**Moderator: Filipe Brandão**

**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 – RG
* Note Keeper – JM

**Agenda:**

1. Meeting startup (review agenda) [2 min]
2. Analyse weekly report [5 min]
3. Review changes to Vision and Scope [5 min]
4. Analyse Processes [18min]:
   1. Analyse changes to Documents Management Process
   2. Analyse Project Planning Process draft
   3. Analyse Requirements Process draft
   4. Analyse Project Control and Assessment Process draft
5. Review changes to processes estimates [5 min]
6. Review dashboard [2 min]
7. Individual tasks and commitments to the project [5 min]
8. Goals for next week and any other business [3 min]

**Items Discussed:**

1. Weekly Report presentation;

* Too much overtime ( 30 minutes)
* Earned Value is not understandable
* Analyse work done ( real difficulties and obstacles)
* Detail more goals for the next week
* Analyse how things went

2. Vision & Scope;

* Review Technology in vision statement:
  + Framework .NET 4.5 doesn’t work on Windows XP
  + Android 2.1 will be used instead of 2.2
* Review English.

3. Documents Management Process;

* Review in Lifecycle the Yes/No Statements
* Lifecycle isn’t clear between draft and deprecated
* Has no references to the increment of issues

4. Project Planning Process;

* Improve inputs ( Vision and Scope to generate a necessity)
* Correct the name Poker Planning to Planning Poker
* Discuss if earned value will be inside this process
* These Measures should be in Project Control and Assessment Process
* A new Measure should be created for this process (deviation from the plan, effort, term and Scope)
* Check if the control was weak and where was the weakness
* Define Coding Standards
* Define Quality Requirements

5. Requirements Process

* Add to inputs Vision and Scope

6. Project Control and Assessment Process

* Check if earned value will be or not in Inputs section
* Define how this process will act and when (this value can be in Project Planning Process)

7. Changes to processes estimates

* Start planning while defining the Processes
* Kick off meeting estimated to 8/04/2013 ( requires Project and Quality Plan)

8. Dashboard review

* Update Milestones

**Action Items:**

AI1 – Finish Project Planning Process

AI2 – Start Review Process

AI3 – Finish Requirements Process

AI4 – Review Project Control and Assessment Process

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