**Date/Time:** 08/04/2013, 22:00-22:45;

**Location:** DEIS-L2.2

**Moderator: João Girão**

**Goals:**

Analyse quality plan, assessment and control process 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 – Carla Machado
* Note Keeper – Rui Ganhoto

**Agenda:**

1. Analyze weekly report [5 min];
2. Analyze Processes:
   1. Project Assessment and Control Process [15 min];
   2. Verification and Validation Process [5 min];
3. Analyze Project Plan [10 min];
4. Individual tasks and commitments to the project [5 min];
5. Goals for next week and any other business [5 min];

**Items Discussed:**

1. Meeting startup (review agenda)
2. Weekly Report analysis
3. Processes Analysis
   1. Analyze Project Assessment and Control Process
      1. Assessment and Control
         1. Risk Manager is responsible to identify and assess risks, not Project Manager.
         2. Any team member can identify risks and should keep Risk Manager updated about any identified risk.
      2. Measures
         1. Move Lessons Learned to Outputs
         2. Number of Active Risks and Number of Active High Level Risks Are a Measure
         3. Performance Index From Earn Value
      3. Outputs
         1. Lessons Learned are an Output
   2. Analyze Verification and Validation Process
      1. Template Is not defined in Process
         1. If team members are using EA to create test plans, there is no need for the template as we will export an EA word Document.
4. Analyze Project Plan
   1. Project Plan must identify that is only a initial plan.
      1. It must identify where we can find the updated documents about every subjects in the plan
         1. Gantt chart
         2. Earn Value
         3. Any other item
   2. Instead of current project tracking definition in the project plan, we should use an Schedule Performance Index (SPI)
5. Individual Tasks and Commitments
   1. Because of Overwork and processes creating obstacles:
      1. In exceptional cases, we can bend the process rules and change the work to any team member with free time.
      2. Document Reviews and Approvals will be affected by this.
6. Goals for Next Week
   1. Finish Any Process Documentation
   2. Start Requirements Analysis
   3. Finish Project Plan And Quality Plan
7. Coding Standards
   1. Misses Method and Class Descriptions/Comments.
      1. We can use a tool like GhostDoc (not defined yet)

**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 – **Almost Done**

AI17 – Finish of Quality plan – FB & CM – **Almost Done**

AI18 – Review and approve Verification & Validation Process – JG & JM –**Done**

AI19 – Start the Requirements Analysis – FB & JG & MO –

AI20 – Prepare Earned Value – FB –

AI21 – Finish Coding Standards – RG –

AI22 – Finish the Project Assessment and Control Process - RG & DS & MO -

**Next Meeting:** 15/04/2013, 23:00; Moderator: João Martins