**Date/Time:** 18/3/2013, 22:00-22:45;

**Location:** DEIS-L2.2

**Moderator: Mário Oliveira**

**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 – JM
* Note Keeper – FB

**Agenda:**

1. Meeting startup (review agenda) [2 min]
2. Analyse weekly report [5 min]
3. Review Vision and Scope document [5 min]
4. Analyse Processes [20min]:
   1. Project Planning Process
   2. Review Process
   3. Requirements Process
   4. Project Control and Assessment Process
5. Review dashboard [5 min]
6. Individual tasks and commitments to the project [5 min]
7. Goals for next week and any other business [3 min]

**Items Discussed:**

1. Meeting startup (review agenda)
2. Weekly Report analysis
3. Processes Analysis
   1. Project Planning Process
      1. Should be defined how to calculate deviations referred in “Measures”
   2. Review Process
      1. Many questions about the walkthrough:
         1. Who schedules the meeting?
         2. Who picks the members?
         3. How is the recorder chosen?
         4. Follow-up can’t be equal to the Inspections because there is no moderator.
         5. Overall, this review method is too fuzzy. Should be detailed.
      2. Project Manager should have the final word about the reviews and may deny them (he needs to analyse the cost of the review and how much it will affect the plan).
         1. It’s recommended to define a previous schedule for reviews in the Quality Plan, because the Project Manager needs to take their effort into account while planning.
      3. It’s better to have a link to the Review Report template instead of a detailed description of what should be specified in it (otherwise, if we change the template, we will also need to change this description).
      4. Measures need to be updated. Suggestions: Major defects detected by review / Defects per page.
   3. Requirements Process
      1. Discussed if this process should use the same method for change requests defined in Documents Management Process.
      2. Measures should be reviewed based on their utility (number of changes before “baselined” are not relevant).
   4. Project Assessment and Control Process
      1. Still missing a lot of information
      2. Be clear about the risks.
      3. Problem: Where are defined the project objectives?
      4. When is tracking done?
      5. When should we act?
      6. When should we consider that the project is late? What should we do about that (Overwork? Cut requirements? Cut Quality?).
      7. There are two documents in the repository!!!
   5. Dashboard
      1. Budgeted effort should be included in the” total effort by team member” graph: a horizontal line that defines how much effort was expected.
   6. Individual tasks and commitments to the project
      1. Individual intervention
   7. Goals for next week and any other business
      1. A Test Plan should be defined early. It will be stated in V&V Process.
      2. We will not be able to produce and effective estimate. That means we will need to re-estimate in the future.

**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 – **Almost 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 – **Almost Done**

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 – **Almost Done**

A12.1 – Review - MO

A12.2 – Approve - FB & RG

AI13 – Ready for review Project Assessment and Control Process – DS & RG – **Almost Done**

AI14 – Start Verification & Validation Process – JG & JM

A15 – Start project planning and definition of Quality plan – FB & CM

**Next Meeting:** 04/04/2013, 22:45; Moderator: CM