

CPSC 319 Team/TA Meeting Minutes

General Information

Date: Wednesday January 30, 2013

Time: 3:15pm – 4:00pm

Location: ICICS X241

Members Present: All

Agenda

- 1) Risk Management
 - a. Who is going to cross cover for risk management and project plan in case Jon or Ryan gets sick/kidnapped?
David will cover for Jon and Jess will cover for Ryan.
 - b. Update risk log
Update risk log with the cross coverage for risk management.
- 2) Project Plan
 - a. Will Jon need any help on it? If so, who will be helping?
Not yet. Phase leaders will be jumping in to give deadlines and more concrete details.
 - b. Has anyone looked at the project plan yet? Any thoughts?
Seems like a bit of typing. Most people have skimmed it.
- 3) SRS
 - a. What is the timeline?
Get all the content in by noon Saturday. Have the team read it and comment on it from noon to 10am Sunday. Formatting will be done by 6pm. The goal is to finish the document by midnight Monday morning so that Jacqui can print it out and hand it in during our TA meeting.
 - b. What else do we need to be done on it?
Filling in details, formatting, making sure all diagrams are present.
 - c. Who is working on it?
Ryan, Jacqui, and Jess.

- 4) What is the next thing we need to start look at?
What are we going to do for design, what the design phase leaders are thinking of, and what we are going to do going forward.

To Do

Steven

- SRS and system design

Jacqui

- email TA to let him know that we are planning to hand it in during our meeting
 - o if he wants to cancel, we need to set up another option
- SRS

Jonathan

- project plan

Ryan

- SRS

Jessica

- SRS

David

- program design

Extra Notes

None