

# CPSC 319 Team Meeting Minutes

## General Information

**Date:** Wednesday, January 16, 2013

**Time:** 4:00pm – 4:30pm

**Location:** Couches in ICICS by the vending machines

## Members Present: All

(Steven Baldwin, Jacqueline Killow, Jonathan Neufeld, Ryan Taylor, Jessica Wong, and David Yuckin)

## Agenda

- 1) Finalizing the remaining management roles:
  - Minutes Manager— **Jessica**
  - Configuration Manager — **Steven**
  - Progress Manager — **Jonathan**
  - Research and Training Manager — **Ryan**
  - Risks Manager — **Jacqui**
  - Software Version Control Manager — **David**
  - Web Master— **Jonathan**
- 2) Phase managers:
  - Requirement Analysis— **Ryan**
  - System Design— **Steven**
  - Program Design — **David**
  - Coding—**Jessica**
  - Unit and Integration Testing— **Jonathan**
  - System Testing — **Jacqui**
  - Acceptance Testing — **Jacqui**
- 3) Tracking work and documentation:

We will be using Google spreadsheet to document the number of hours worked as well as what was done and each Sunday night, it will be uploaded on our team webpage.

All of our documentation will be done using Google docs.
- 4) Confirmation of availability times:
  - Monday, Wednesday, and Friday after 3pm
  - Wednesday and Friday between 9 – 10am
  - Thursday 12:30pm – 2:00pm

**Note: team meetings will be held on Monday and Wednesday at 3pm.**

- 5) Requirements analysis:  
We will start using Google docs to write down the questions we want to ask; we can combine those questions with Kurt's template after he posts it on Connect. When we are satisfied with our requirements elicitation document of questions, we will commit it to our Github repository. **The goal is to get most of the document done by Monday.**

## To Do

### Jessica

- 1) Set up Work Hours spreadsheet on Google
- 2) Set up requirements document on Google (put in the questions that were used as a template in CPSC 310 as a starting point)
- 3) Send the minutes out

### Jonathan

- 1) Post the minutes on the team site
- 2) Add everyone to the Github repository
- 3) Send a summary email after the meeting.

### Jacqui

- 1) Email Kurt to make sure we definitely are not the team who needs to do the elicitation by the end of this week.

### Everyone

- 1) Start contributing to the requirements document.
- 2) Send your Github account names to Jonathan