

CPSC 319 Team/TA Meeting Minutes

General Information

Date: Monday January 27, 2013

Time: 5:00pm – 6:00pm

Location: ICICS X151

Members Present: All

Agenda

- 1) Identification of roles
 - Evgeny found all the information he needed on the team website so this item was skipped over
- 2) Project leader's project status update
 - SRS is ongoing
 - David and Steven are doing the design
 - The team will split off into the SRS team, the project plan team and the design team during mid week
- 3) Phase leader's phase status update
 - We have everything on the SRS that we want but we still need to organize the information
 - o It comes down to the matter of writing it in detail and having enough information
 - o This will occupy most of the team's time until Monday
 - We are currently a bit behind—we want to be done section 1 and 2 by tonight
- 4) Comments about the client
 - Client is reasonably responsive and has already provided us with a lot of information and data for requirements
 - o He is good at keeping lines of communication open
- 5) Last week's work report (what was done, what was missed and why, and how slippage will be accounted for)
 - Refer to the Work Tracker spreadsheet

To Do

Steven

- system design and SRS

Jacqui

- SRS

Jonathan

- SRS
- Start looking at the project plan requirements when Kurt announces it on Tuesday

Ryan

- SRS
 - o making sure the SRS is heading towards completion
 - o letting people know what he needs done

Jessica

- SRS

David

- do the diagrams for the SRS
- start getting prepared to do the design documents

Extra Notes

None