

# CPSC 319 Team Meeting Minutes

## General Information

**Date:** Monday, January 21, 2013

**Time:** 3:00pm – 4:00pm

**Location:** ICICS X216

## Members Present: All

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

## Agenda

- 1) Client Information (Who he is and what we have found out about him through Google)
  - Jacqui—forward email to the rest of the team so everyone knows the client's name
  - LinkedIn search has revealed that the client has taken a fair number of CS courses at UBC previously—is computer literate
- 2) Jacqui—Update about the correspondence with the client. How is this going? Has there been any progress with regards to finding a meeting time and room?
  - as of the meeting time, there has been no reply from the client
  - *note: as of Thursday night at 6:02pm, the client meeting has been confirmed to be on Thursday at 12:30pm in room X836*
- 3) Jacqui—TA meeting time (Has it been planned?)
  - set the meeting time up now—it wouldn't matter even if the TA meeting time clashed with the client meeting time as we won't have the TA meeting until after the client meeting
- 4) Requirements Document (Has anyone taken a look at the current list of questions or the SRS template? What are your thoughts on the questions? Based on the SRS template, there are a lot of things missing—fill in those holes.)
  - everyone has agreed that the document has what we want
  - we just now need to prioritize the questions and read the SRS in order to determine what questions we may be missing

- 5) Preparation for meeting with the client (Who will be the one asking questions? Are we going to be recording the Q&A session somehow? Who will be taking notes? What kind of preparation should we be doing prior to our meeting?)
- Our questions will focus on constraints and functional requirements
  - Ryan will ask the questions for the team
  - Everyone bring your laptops or pen/paper to take notes
  - The meeting will be 1 hour long
  - We can possibly share our questions with other teams to make sure we are not duplicating questions and wasting time
  - We are not dressing up for the meeting
- 6) Work log/time tracker announcement by Jess
- make sure you remember to use the Hours sheet too

## To Do:

### Ryan

- prioritize our elicitation questions

### Jacqui

- email the other CMs to work out how the meeting will run and ask them if they want to share questions
- start setting up the second meeting time

### Everyone

- Read the SRS Template over at least once
- Be on time for the meeting **Thursday, January 24 at 12:30pm in X836**
- Remember, we are aiming to be able to develop a rough draft of the system after first meeting

## Note:

Jessica will be absent for next meeting (on Wednesday January 23) due to a co-op interview.