

# CPSC 319 Team Meeting Minutes

## General Information

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

**Time:** 4:00pm - 5:00pm

**Location:**

## Members Present:

## Agenda

- 1) Finalizing who will fill the remaining management roles
  - Minutes manager
  - Configuration manager
  - Progress manager
  - Research and training manager
  - Risks manager
  - Software version control manager
  - Web master
- 2) Decisions on who will manage which phase
  - Requirement analysis
  - System design
  - Program design
  - Coding
  - Unit and integration testing
  - System testing
  - Acceptance Testing
  - Operation and Maintenance (was crossed out on the slide—I don't think we need to do this?)
- 3) Determining the methods that will be used to track work done and do documentation (Google docs or commit it to the repository?)
- 4) Finalizing possible times to meet with the TA just to make sure schedules haven't changed last minute
- 5) Starting requirements analysis. We need to start writing down questions we want to ask—we can combine with Kurt's template after (or if he posts up before our meeting tomorrow we can work off of that). How do you want to work on this—meet together to work on it together or collaborate electronically? What kind of timeline do we want for the completion of this task?