# IS 637 – Cober Project

## Meeting Minutes

11/25/2019

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| Present: | Tom, Neha |
| Next meeting: | 11/29/2019 8:30pm, VIRTUAL *[in the event we do not meet on Saturday, we will meet virtually through Zoom the following Monday at 8:30pm]* |

**ALL TEAM MEMBERS SHOULD HAVE ASSIGNED TASKS IN THE WEEKS FOLDER BY SUNDAY @ 8PM FOR SUBMISSION ON BLACKBOARD BY MIDNIGHT**

**IF SUBMISSION IS GOING TO BE LATE (THIS IS FINE) PLEASE ENSURE TO NOTIFY TEAM MEMBERS BY SATURDAY 8PM (24 HRS BEFORE DUE)**

1. **DELIVERABLES DUE**

* Week 12/1
  + Quality Assurance Overview (KG)
  + Project Cost Estimate (TB) - *poss. influence on cost benefit analysis*
    - Textbook pages: 276 (306), 279 (309)
  + Cost Benefit Analysis (NN) - *poss. dependency on project estimate*
    - Find cost benefit analysis template
    - TB to share competitors
    - if we were to buy this system of the shelf we spend XX$$ if we do in-house less expensive
* Week 12/8
  + Draft PPT due 12/8 NN
  + Draft Print (but not printed) due 12/8 TB

1. **Announcements**

* Feedback from virtual meeting noted below
* TB heading up print and digital consolidation
  + To provide process points to handle
* TB to lead virtual talk w/ prof. Thanksgiving weekend and will provide feedback to the team
* Another team meeting will take place at the end of week around 8:30pm (time to be confirmed)
  + Need to discuss TB print/digital
  + Provide questions to TB
* NN to change timeline
  + Data collection 1 year - update Artifact/Gantt chart

1. **Discussion/Prof. Meeting Feedback - complete changes by eow**

* Project Charter
  + *looks good, watch for spelling and formatting*
* Project Phases/Methodology
  + *put this as an artifact as it is very detailed*
  + *Make a higher level version*
  + *Prose s/b and printed report should have an image of agile methodology with small blurb (2-4) sentences*
* Stakeholder Definition
  + *Change power/influence to level of influence (level of risk)*
  + *In the main table input risk and communication plan*
* Formatting suggestions - narrow margins, times new roman 11 (with image/tables @ 10)

1. **Rollover**

* For each deliverable you will have three versions
  + Detailed (for appendix)
  + Prose (for report) this is what should get submitted each Sunday
* For blackboard we will each submit the same 3 docs
* 12/7 (Week 13) we will have longer group time and less lecture
* Changed assignment NN - Cost Benefit Analysis / KG - Quality Overview
* Professor has requested DRAFTS of certain artifacts due each week
  + Check **My Grades** on blackboard for prof. Feedback on submitted docs
* Revisions to deliverable Week 11 (11/17)
  + Please pay attention to version control (a Superseded folder created to dump old files)