Staroids Meeting Minutes

Eoin Lynagh

September 28, 2018

Meeting Information			
Project Name:	Group Number:	Location:	Time:
Staroids	20	ITB	11:00

1. Meeting Objective

Finish the Development Plan, update Git and tag files, split work on SRS document.

2. Attendees

Present Members		
Project Member Name:	Project Member Student Number:	Role:
Eoin Lynagh	400067675	Scribe
Moziah San Vicente	400091284	Technology Expert
Jason Nagy	400055130	Project Leader

3. What Has Been Done Since Last Meeting

- Proof of Concept Development Plan

- Gantt Chart

4. Is Anything Slowing Your Team Down?

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5. Notes, Decisions, Issues

- Edited and discussed the Gantt chart

- Discussed some style guidelines for document writing, always write in third person

- Finalized the Development Plan

- Discussed the SRS document

6. What Will Be Done Before Next Meeting

Work on SRS document, as described below

- Jason Nagy: The Stakeholders, The Client,The Customers, Other Stakeholders, The context of the work,Off the Shelf Solutions, User documentation and Training

- Moziah San Vicente: Mandated Constraints, Relevant Facts and assumptions, Work Partitioning, Open issues, Tasks, Costs

- Eoin Lynagh: The Purpose of the project, Naming Conventions and Terminology, The Scope of the Work and the project, New Problems, Risks

- All: Functional and NonFunctional Requirements, Look and Feel Requirements, Usability and Humanity Requirements, Performance Requirements, Operational and Environmental Requirements, Security Requirements, Cultural Requirements, Legal Requirements, Health and Safety Requirements, Ideas for Solutions

Unassigned:
Individual Product Use Cases
Migrations to the New Product
Waiting Room
7. Next Meeting

Location:	Date:	Time:
CNH	October 2, 2018	five:30