**FirstLaunchMeetingMinutes**   - CYCLE 1

**Date: March 23,2009**

**Meeting: First TSP Launch Meeting**

**Attendees: Joao, Krishnan, Nisha & Abishek**

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| Agenda: | Planned time: (min) | Actual time: (min) |

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| Team Goals | 20 | 25 |
| Meeting times | 5 | 5 |
| Data requirement | 10 | 15 |
| Project requirement | 25 | 10 |

**Team Goals:**

**(Product)**

1. Team must be able to Categorize must-have and nice-to-have requirements.

**(Process)**

1. Team to follow a consistent process taking guidelines from the TSPi process.
2. Recording ans submitting individual and team data as per data requirements defined.

**(Quality)**

1. To produce quality product having <30 defects/kloc
2. Team is able to work efficiently and code at the rate of 20 LOC/hour.

**(Team)**

1. Team is able to effectively use the tools that have been set-up.
2. Team is to work in harmony.

**(Planning and Tracking)**

1. To be consistent at tracking and estimation with SPI = 0.75 and CPI ranging from 0.8 to 1.2

**Meeting times:**

* Every Saturday: 2:30 to 3:30 pm - status meetings.
* Every Friday: 8 pm deadline for reporting individual data.

**Data requirements:**

1. Time log (productivity, planning and estimation)
2. Defects ( guidelines from PSP defects) (Quality goal)
3. Survey (weekly) (Team goal)
4. size of code in terms of LOC and documents in terms of no. of. pages. (
5. Estimated and actual effort of individual member.
6. WBS and schedule.