Design Studio Meeting

Date: May 19, 1999
Location : Johnson City

In Attendance :

- Dr. Joel Henry
- Tom McNutt
- JJ Okendy
- John Ranch
- Dean Norle
- Lamb Hawkings
- Spence Mack

TEAM ROLE DISCUSSION

The meeting began with a general discussion of the proposed Design Studio roles. All team members had been given a copy of the team roles as proposed by Dr. Henry. No individuals (at either site) had major heartburn over their role assignments.

Person	Roles	Notes
John Ranch	Architect Developer Requirements	John will architect MATT for both the PC and Unix platforms, as well as filling in with development and requirement duties.
JJ	QA Toolsmith	JJ will be given system administration privileges on the Sun Unix machine. Root access will be required to install and configure many of the system tools. JJ is trying to get a set of Rational Tools to aid in configuration management. A fallback position will be to use public domain tools (perhaps less elegant, but probably just as functional).
Lamb Hawkings	Developer User Interface	Pam will be one of the primary C++ developers at the Johnson City site. Pam will also work with user interface (UI) issues.
Dean Norle	Developer Trainer End User Liaison	Norm will live, breath, and learn Mathscript as a primary Mathscript developer. Later on in the project Norm will establish contact with the end users at NASA.
Tom McNutt	User Interface Requirements Technical Writer	Tom will produce a baseline of existing MATT functionality and features.
Spence Mack	QA Site Coordinator Risk Officer	Mike (that's me) will be responsible for putting together the project notebook, keeping meeting notes, provide site coordination, as well as duties on the QA team.

ACTION ITEMS

A number of action items were developed throughout the course of the meeting. Action items are listed by individual.

Dr. Joel Henry

- Get source code from Mike Knight.
- Ask John Chenoweth for space on the CSCI web server (cscidbw.etsu.edu)
- Get Design Studio team members keys to access both Gilbreath and the Unix lab
- Ask ISI for additional documents
- Work with Mike Knight to help develop the target (as opposed to the actual) baseline
- Revise the existing Design Studio schedule

- Harass Rational software about the configuration management tools
- Work with Mike Knight about getting the baselined files
- Ask about backup media for the Unix host

John Ranch

- John will study closely the current architecture of MATT. Questions have been raised about the ability to add additional test suites to the MATT product easily. John will provide suggestions for redesign at the next meeting.
- A discussion about problems with simulations of large data sets (240K) will break the system. John will begin investigation of this problem at some point.

Dean Norle

- String handling inside of Mathscript has been shown to be a performance problem. Norm will begin work on the possibilities of pulling the string handling from Mathscript back into C++.

Lamb Hawkings

- Pam will begin a study of the class diagrams that were built by John Ranch for the existing MATT classes. Pam will also begin to study the MATT source code.

JJ

- Getting a functional configuration management repository up and going is fairly critical at this stage. JJ will work to get a repository (of some type) in production.
- JJ will begin QA work on how to test the individual MATT class objects and a general testing strategy.

Tom McNutt

- Tom is going to work on a functional baseline of the existing MATT product. It is hard to know where we are going.

Spence Mack

- I will work to put together the meeting notes (this document) and get it out to all the team members.
- Work on web repository for the Design studio project
- Work on risk assessment tasks. Initial risks defined need to communicated and plans developed around contingency and mitigation steps.
- Work on system build models as a part of QA test cases.

QA STRATEGY

A general discussion was held on the QA strategy. It was decided that there would be at least two levels of testing. (1) Testing of individual classes in the MATT product and (2) verification testing of data sets based upon known values.

THE MASTER PLAN

Dr. Henry gave his vision of where he thought the project was along with a current set of tasks.

Baseline – Starting Point – (*where we are now!)*
QA what is there
Provide a functional baseline
Redesign if necessary
Provide the help structure

Implement configuration management (change requests)
Install Rational Tools
Get the PC Interface Functional
Provide a target (Requirements) baseline
Get tools in place
Establish next target (Requirements)

Later – (*where we are going!)*

Begin looking at adding functionality
Work on installation scripts
Work on documentation

MATT PRIMARY GOALS

The primary goals of MATT are

- User friendly (will need refinement)
- Easy to Install
- Generate/Simulate Large Matrices
- Add new tests easily
- Combine tests
- Missing or extra inputs (i.e. the ability to massage data after the fact)
- Integrate into system build (user should have just a pull down menu)

MEETING SCHEDULE CHANGES

There will be no meeting on June 5th –
Perhaps a joint meeting on June 15th at Oak Ridge
Perhaps a joint meeting July 12th at Johnson City

CHANGE CONTROL BOARD –

A change control board was commissioned and appointed at the meeting. Individuals from both sites will be involved. Changes that will be tracked and controlled will include both enhancements and bug fixes. A single form will be used for both types of requests. The site coordinators (Allie and Mike) will be responsible for funneling the requests at each site to the change control board.

The following individuals were appointed to the change control board.

- John Ranch
- Nate Nolah
- Spence Mack
- Allie Setton
- Joel Henry

Individuals will submit evaluations of the proposed changes and will be given to Dr. Henry for the final decision.

CONFIGURATION MANAGEMENT

A good deal of discussion was centered around configuration management. The geographic and network topological differences between the two development sites will lead to interesting configuration management problems. It was decided that a central repository would be required for CM. Rational software tools for configuration management have been requested, but the timetable for delivery of these tools is unknown at this point. Existing source files need to be baselined into a repository. Mike Knight is currently making changes to the code that could be lost if the sources are not placed under CM quickly. The use of public domain CM tools, such as CVS, was discussed as alternatives to Rational in the interim.

RISK ASSESSMENT

A discussion of the preliminary risks identified with MATT was discussed. The preliminary risks were reviewed individually. Additional work between the two sites is needed to identify MATT risks. Input will be needed from team members to develop plans for contingency and mitigation steps. I will work with Ralph Peter to flush out the MATT risks and effectively communicate these to team members.

BUILD MANAGER

A discussion was held around the role of build manager. A build manager will provide builds on both platforms (at some frequency). The site coordinators in conjunction with the MATT architect will determine when builds are required.