

Wednesday, September 7, 2004

Meeting Log

Purpose: Get started

Time: September 7, 2004 (Wednesday), 7th hour

Location: Sun Lab

Secretary: Brandi

Present: Brandi, Steven, Matt, Jonas, Jason

Guests: Salman

Items Discussed:

Project Roles

- Quality Assurator: Jonas. Develop test cases, make certain the product works reliably
- Product Manager: Jason. Primary point of contact for the client.
- Architect: Matt. Think about the big picture, make certain our plans fall within the framework.
- Vice Architect: Steven. Second brain for architect, prepared to take over when Matt leaves
- Web Master: Steven. If we have a webpage, create/maintain it
- Project Leader: Brandi. Ball distributor

Secretarial Duties

- Distributed evenly, round robin- Brandi, Steven, Matt, Jonas, Jason
- Follow the same format (established by Brandi)
- Promptly email notes to all team members

Requirements Document

- Flexibly due 4th week

Salman's Contact Information

- Salman cell: 408 806 3500 (long distance, Salman will call back)
- Page Salman first (quickest). Include course number (497) and 911 (if urgent)

Tasks assigned:

Create SourceForge account (Everyone)

- Use the email address you provided Jason

Contact Ted Gould (Jason)

- Find out when he can meet
- Face to face or teleconference?
- Send Ted our SourceForge usernames

Create Minutes Template (Brandi)

Create Meeting Agenda (Brandi)

- Create agenda template
- Create next meeting agenda

Next Meeting:

September 8th (Wed) after 4th hour

F230

- Discuss requirements gathering methods (Jason)
- Overview of Jonas' summer ideas?
- Regular meeting times with Salaman (Wednesdays after 10th?)
- Collect contact information. Phone numbers, addresses, emails, IMs