

Monday, October 19, 2004

Meeting Log

Purpose: Weekly meeting with Salman

Time: October 19, 2004 Monday, 10th hour

Location: Salman's office

Secretary: Jonas Collaros

Present: Brandi, Jason, Jonas, Matt, Steven

Guests: Salman

Items Discussed:

How was meeting the client?

- Ted was a bright and knowledgeable guy.
- Salman says to beware that a happy Ted does not necessarily imply a happy project.

Are we on track with the project?

- Things look positive.
- Should keep in mind an end-of-second-quarter "release" with producing the software and a maintenance phase in mind for Q3.
- It is okay for the testing phase to spill over a week or so into Q3, but it should not be depended on.
- Protocol review and specification is the current bottleneck, must be resolved ASAP (see next meeting notes at bottom).
- Document revisions should follow protocol specification.

Administrative discussion

- Temporary change to meeting time for next week (see next meeting notes at bottom).
- Next week will be a more rigorous status meeting with Salman.
- Meeting in two weeks will be an encompassing review.

Tasks assigned:

Meet for protocol! – (Team)

- Protocol review and specification is the current bottleneck, must be resolved ASAP (see next meeting notes at bottom).
- Next meeting will have a two hour cap and will resume at a later date if necessary.

Next Meeting / Scheduling:

Protocol meeting part one: Wednesday 20th at 8PM (two hours max).

Change in meeting time with Salman for next week only: Monday after 10th hour (5:20).