

Purpose: Meet with Salman, review documents

Time: November 2, 2004 Tuesday, 10th hour

Location: CS conference room

Secretary: Matt Weinstock

Present: Brandi, Steven, Matt, Jonas, Jason

Guests: Salman Azhar

Items Discussed:

Future meetings

- peer review next week

This meeting

- UI Prototype
 - screen transitions needed, number each page
 - Confirmed that client approved
- Design Document
 - This is just an architecture document: needs more
 - Missing uml diagram with explanation
 - (classes, files, fields etc.)
 - explanation of more complicated classes, ie algorithms, situations
 - use cases: text and illustration
- Risk Assessment
 - Back up options for high level risks
 - We're screwed
 - too many high level risks?
 - probability column needed in template?
 - ambiguity with level = impact/ probability?
- Test plan
 - generally needs more details
 - transition script needed
 - specific test cases left undone until further on
- Supplemental specs
 - paragraph titles are too small, make itemized bullets
 - multiple languages, not within scope of project, somebody else could translate
- problem statement
 - links to supplemental material
 - client's problem statement
 - based on website template
- use cases
 - visual representation/ site map
- project plan
 - get inkscape building - difficulties
 - time spent not recorded
 - new task? saying this was taking longer than expected
 - reasons for poor estimates

- revision history
- line item time for members
- overall
 - good progress on all documents
 - everything finalized
 - minor touches needed

Other

- September 19th minutes weren't showing up, fixed
- Separate design and implementation in thinking, not necessarily in documents

Tasks assigned:

Newsgroup the Methodologies (Matt)

- Post the four current options
- Ask for comments
- Be prepared for a lot

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Next Meeting:

Thursday, 6 - 8 PM