

Tuesday November 9, 2004

Meeting Log

Purpose: Meeting with Salman

Time: November 9, 2004 Friday, 4:20 PM – 5:00 PM

Location: Salman's office

Secretary: Jonas Collaros

Present: Brandi, Jason, Jonas, Matt, Steve

Guests: Salman

Items Discussed:

One-on-one discussions with Salman:

Confidential

New procedure for meeting minute submissions:

1. Do the minutes and attach to e-mail like normal
2. Copy-paste the minutes' text into the body of the e-mail
3. Copy-paste the to-do list portion of the minutes at the top of the e-mail

Group review:

Positives:

Meeting scheduling

Chemistry good despite being a "straggler group"

Fairly open communication lines

Actually making it to meetings

Possibilities for improvement:

Become more open and verbose with team communication

Meeting minute submissions (see above)

Consistent meeting times (though maybe not possible)

To do:

Document Change Assignments:

Due: Thursday, 10:00 PM

Send to all team members. Steve will add the new versions to the web page.

Jason – Use Case Model

Matt – User Interface Diagrams, Supplemental Specification

Jonas – Test Plan

Steve – Design Document

Brandi – Problem Statement Materials, Risk Assessment, Project Plan

Be nice and rested and ready for the long meeting on Sunday.

Send Brandy list of times you are regularly to be unavailable next quarter
Due: Before next term

Next Meeting:

Sunday, November 13, 2004

Sun Lab, 1:00 PM

Bring XMPP Document

Long meeting – Going through XMPP-IM