Monday, May 9th, 2005
Meeting Log

Purpose: Weekly Project Status Update Meeting
Time: May 9th, Monday, 8th hour
Location: CSSE Conference Room
Secretary: Steven Montgomery
Timekeeper: Jason Segal
Present: Brandi, Jason, Jonas, Steven
Guest: Salman Azhar

Status:
User Manual (Jonas) - Computer broke. Not started.
Software Manual (Brandi) - Emailed. Posted on website. Needs another draft.
Usability Analysis Test Plan (Jason) - Working on it today.
Maintenance Plan (Steven) - Posted first draft. Need info on types of maintenance. Will ask Don Bagert.

Items to Discuss:
Tasks for this week:
- Compatibility with 0.42
  - Download latest version, compile it as is, then insert our code and see if it behaves. If it doesn't, don't bother with it. – Steven
- Osnews.com (longer article) – Jason and Jonas will collaborate
- gnomedesktop.org – Jason and Jonas will collaborate
- Project Plan – Brandi
- Everyone finish documentation by next meeting.

Salman's Time
Apparently we came in 2nd in Senior Project contest by a close margin. If Salman could pick a best team, it would be us. The difference between the sum of our parts and our team was greater than that of other teams. Salman thinks it was good to see Brandi grow as a leader and to watch our team develop as a team. It probably helped that we chose our leader by consensus rather than defaulting to whoever was the leader on our last project together. Salman considers it a tribute to our effectiveness as a team that he played such an insignificant role.

Brandi related that she is willing to act as a reference for anyone who wants.

Retrospectives
Brandi's:
Team creation was successful. Found out what we were good at. Easily found who was best for a particular task. Good teamwork.
Good final product. Even without definitive project requirements.

Flexibility was good.
Should've started coding earlier, like before Thanksgiving
Project plan needed more flexibility
Should've done the dinner, like we did recently, at the start of the project so we
   would've been more comfortable with each other

Jason
Diligence and eagerness to get things done right now. "he's a machine, man".
Shy about sharing ideas. Need to speak up a little more. Don't take mistakes
   personally.

Jonas
Was willing to volunteer for tedious or difficult tasks.
Wasn't always clear on status. Perhaps too much of a perfectionists. Need to
   prioritize.

Steven
Didn't have to ask to do anything twice. Handled website without being bugged
   daily. Cause Brandi is lazy.
Handled issues with naming conventions gracefully.
Sometimes reluctant to work. Should pretend to be more willing to do work.

Salman's comments: Sometimes teams do off-site activities in middle of project to get
frustrations out(like paintball). Feedback given to Jason was very valid. People will
think you don't know anything if you don't speak up. Keep in mind that some people
might be quiet and should work to get most out of them. Jonas will want to work on
being less of a perfectionist.

Steven's
   Interaction and satisfaction of client was good for this project.
   Design discussion at beginning of term was very good. Lots of back-and-forth
      kicking around ideas.
   Prioritization of project goals was good. Always kept sight of what needed to be
      done first and what was more of a luxury item.
   We should've started coding earlier.

   Brandi
   Very responsible. Almost always had an agenda created and led the meetings so that
      they were useful and productive.
   Some leadership comments seemed harsh, especially when directed at Matt.

   Jonas
   Was willing to volunteer for assignments that the rest of us were avoiding.
   Could've stood to update teammates on status more often. Often wasn't sure exactly
      what you were working on or how far along you were.

Jason
Very adept at explaining code and bugs, as well as general program or problem
    solving approaches.
Perhaps too busy. Sometimes had difficulty finding meeting times that didn't
    conflict.

Salman's comments: Always leave people on a good note.

Jason's
Didn't expect us to get done. Good job. Perhaps didn't have proper vision of what to
    do and the way we went was better
Stayed on schedule. Everything we wanted to get done got done mostly on time
    Productive meetings. Didn't have meetings that were a complete waste of time.
Presentations needed a little more scripting and polish. More preparation would have
    been beneficial.
Code earlier so we could get more things done.

Brandi:
Great decisions on what to keep and what to cut. Right decisions for the time we had
    to spend on this.
In the future, be ready to be more demanding. Set more aggressive schedules and
    expect more from everyone. We could have done more on this project rather than
    leaving everything to the deadlines.

Jonas:
Thanks for taking all the tedious stuff. Thanks, thanks, thanks, thanks, thanks. OMG
    THANKS! Your code was excellent, beautiful, and easy to follow.
In the future, when you do look through large tedious documents, summarize it more.
    And free memory.

Steven:
Doing a good job of doing things on a schedule that had to be updated and repeated.
    Thanks for the work on setting up the CVS. Always ready to do things.
Just a little too vocal on saying he wasn't happy to be doing things. But, really, was
    just saying the things that the rest of us were thinking.

Salman's comments: Balance timelines with quality.

Jonas'
Very good about meeting and communicating. Listening to each other and asking
    favors. The meetings were always productive, and we were always willing to
    meet even for the long protocol document meetings.
Above other groups at Rose-Hulman, our interaction and environment was good. We
    were relaxed around each other and willing to work together.

Code earlier. We had to make a lot of decisions before we were ready to make them. Perhaps had we started research earlier we would have been more prepared to make these decisions.

We didn't get to do any formal testing. This was too bad since Jonas was particularly interested in doing this well. Good test cases and a formal inventory of bugs would have been nice.

Brandi

Good leadership. Agendas and making sure everyone knew where we were going and where we were at. Brought us together as a group.

We might have been able to do a little bit more had Brandi pushed us more.

Jason

Liked having the confidence that Jason was the chief person on the Inkscape side. Was always confident that Jason had things figured out already or was actively pursuing answers.

Sometimes showed up late to meetings.

Steven

Very responsive. Always ready with an answer to questions- knowledgeable and available.

More of a comic relief than anything else, but always the one to say "Are we done yet?"

Salman

We weren't entirely certain what our end product was supposed to be. We didn't really know what, exactly, we needed to do to pass.

More food = happy

Thanks for taking a relaxed role on advising.

Nice Agenda.

Appreciated professional candor with the group; helped us take a step back and look at what we were doing.

Salman's comments: Curb your enthusiasm :)

Things to Schedule/Assign:
Next meeting- Monday, May 16th, 8th hour, CSSE Conference room