

Group Meeting #19

Date 7 August 2015
Time 09:00 am
Location WT BCIS Project Room - WT501

Attendees

Jason Gerbes, Joshua Son, Paul Lee, Sean Young.

Minutes Recorder

Jason Gerbes.

Absences

None.

Meeting Agenda

- Discuss requirements gathering processes.
 - Prepare documents for meeting with Roopak.
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7. Approval of minutes of last meeting

- 7.1. The group is in agreement that the minutes of the last meeting are an accurate record.
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8. Status of prior meeting arrangements

- 8.1. Jason has requested a meeting with Ahmed and Roopak. It seems unlikely that they can both meet at the same time, so we may have two separate meetings.
- 8.2. Jason has requested a meeting with Anne, though she is busy with proposals and mid-project reviews.
- 8.3. Josh has documented past research about methodologies. Paul and Sean are still working on their documents.
- 8.4. Only Jason has created a list of outstanding tasks.
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3. Discussion of Project Development

- 3.1. Previous tasks
- Jason refined our style guidelines. Created a template for documents. Applied the template to past documents. Extracted sections from the portfolio. Created the requirements gathering template from Paul's example.
 - Sean researched requirements gathering.
 - Paul updated portfolio and uploaded it to GitHub.
- 3.2. Prepared documentation for meeting with Roopak.
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4. Meeting Arrangements

- 4.1. Jason will send Sean the research findings template. Jason will create a final template for research gathering. Jason will continue work on the Project Plans.
- 4.2. Josh will send Jason his research.
- 4.3. Sean will document his prior research.
- 4.4. Paul will document his prior research.
- 4.5. All members will read through the QA processes for documentation.
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5. Adjournment of Meeting

- 5.1. There being no other business, the meeting was adjourned at 10:00 am.
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6. Next Meeting

Date 7 August 2015

Time 10:00 pm

Location Roopak's Office - WT704B.

We will now have a meeting with Roopak to discuss requirements gathering and get his input.
