I. Introductory Information

A. Date: Tuesday, January 4, 2005
   Time: 4:00 PM – 4:50 PM
   Place: SE Team Room

B. Attendees

Kristy Rozanski  Kristina.Rozanski@gmail.com
Tim Lund         tim.lund@mail.rit.edu
Dave Kerstanski  djk9149@rit.edu
Jessica Linendoll jal9955@rit.edu
Dan Lovette      dwl2239@rit.edu

C. Meeting Objective

The objective of the meeting is to decide on a requirements format, and then to finish documenting the requirements for v0.1.

D. Member Roles

Leader: Kristy
Recorder: Jessica

II. Discussion & Decision Making Outcomes

A. Design & Testing?

Discussion Leader: Kristy
Decisions made:

Design will begin this week.

Defect tracking tool – team will use the spread sheet Swami sent to Tim
Test plan – will work on this during a weekend meeting.
Design meeting – Team will start the design during Thursday’s meeting. Jess, find a
design document template and start filling it in by Thursday’s meeting.

B. Development Environment?

Discussion Leader: Kristy
Decisions made:

CVS – Dan will look into this. We will be using the Tortoise tool.
Visual Studio all set – everyone get a copy.
Links to required DLL’s – several team members (Tim and Dan) have lots of experience and will teach the rest of the group.

**C. Requirements!!**

Discussion Leader: Tim

Decisions made:

Tim will try to finish the changes tonight. Team will look at the document and make all comments by Thursday’s meeting. We will finish the SRS draft on Thursday. Team will send a draft to ALSTOM on Friday. The final version of iteration 1 will be done next week after all comments form ALSTOM and Vallino are submitted to the team.

Iteration 1 will do the basic functionality. “Non-feature rich iteration!”

**III. Action Items**

**A. Work breakdown of SRS**

People Responsible: Tim
Completion Date: Thursday, Jan 6

Additional notes on action item:
Tim will finish it tonight.

**B. Next meeting – Thursday, Jan. 6 @ 4PM**

People Responsible: ALL
Completion Date: Wednesday night

Additional notes on action item:

Get discussion items to Kristy

Jess – design template
All – get SRS revisions to Tim
Dan – update Website