I. Introductory Information

A. Date: Tuesday, January 18, 2005
   Time: 4:00 PM – 5:40 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 put together the first weekly status report (including
   an initial breakdown of task and risk responsibilities).

D. Member Roles
   Leader: Kristy
   Recorder: Kristy

II. Discussion & Decision Making Outcomes

A. Tasks
   Discussion Leader: Kristy
   Completed: Functionality of each implementation module
   In Progress: The functionality currently being worked on + the next goal in
                functionality
                Documents completed/ worked on currently
                Additional items in progress

   Refer to the status report

B. Risk Responsibilities
   Discussion Leader: Dave
   Risks have been assigned to people based on their responsibility area.
Each person discusses the state of the risk they are associated with, and the new priority level. Trigger points need to be more clearly defined.

**C. Miscellaneous Discussion**
Discussion Leader: Kristy

We will have a status meeting every Tuesday @ 4PM to do this stuff. Each person should be prepared with input from their functional responsibility areas.

Design meeting tomorrow @ noon. Tim, Jess & Kristy

Progress w/ documents or other items being worked on? Tim still needs details regarding each module to make appropriate test cases.

**III. Action Items**

**A. Send Module Info to Tim**
People Responsible: All
Completion Date: TONIGHT!!!

Additional notes on action item:
Get the *Input* parameters, expected *Output* and the *program name* to him!

**B. Post Status Report on Website**
People Responsible: Dan
Completion Date: Wednesday 1/19

Additional notes on action item:
None