Team Silver Bullet
ALSTOM Signaling, Inc.
Relay Equivalent Drawing Program

I. Introductory Information

A. Date: Thursday, January 20, 2005
   Time: 4:00 PM – 6:00 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 review deliverables and complete any reports or testing that still needs to be done.

D. Member Roles
   Leader: Kristy
   Recorder: Kristy

II. Discussion & Decision Making Outcomes

A. SRS v0.1
   Discussion Leader: Kristy
   Up-to-date on website? Yes

B. Design Document
   Discussion Leader: Jess
   Update document per team comments.

C. Test Plan/ Test Results, Defect Report
   Discussion Leader: Tim
   Test results are part of the test plan – check off and mark test execution date
   Submit defects today.
D. Commented Code, Executables, Readme’s
Discussion Leader: Kristy

E. Metrics Report (effort spent)
Discussion Leader: Kristy

Get partial week into it? Yes
Short (1-paragraph) write-up of reaction to metrics?
Or what it means and what we are doing in response?

Tim will do this tonight.

F. Questions/ Comments for ALSTOM
Discussion Leader: Kristy

Brainstorm of issues that came up during development.
Kristy will format/compile the questions/comments doc.

G. SRS v0.2 Draft
Discussion Leader: Tim

We will turn this in Sunday night. Wont make a difference if it is delayed for over
the weekend. Tim will email out the draft of v0.2, people should reply back with
revisions.

III. Action Items

A. Update Deliverables
People Responsible: All
Completion Date: TONIGHT!!!

Additional notes on action item:

B. Update Deliverables on Website
People Responsible: Dan
Completion Date: Friday Morning

Additional notes on action item:

C. Final Checklist
People Responsible: All
Completion Date: Friday

Additional notes on action item:
After Thursday (1/13) — update SRS w/ feedback (start to SRS v0.2)
Saturday/Sunday (1/15) — begin integration of components
Tuesday (1/18) — integration/system test, use defect tracking spreadsheet!
Thursday (1/20) — update deliverables for beta v0.2.

EXPECTED:
Software Requirements Specification (of v0.1)
Detailed Design Document
Test Plan/ Test Results
System Source Code (commented)/ Executable files
Defect Report

NICE TO HAVE:
Readme file(s)
Metrics Report (effort spent)
Question/Comments during iteration 1

*** NEW:
Draft of SRS v0.2 (for review along with the prototype system)

Friday (1/21) – Send deliverables to ALSTOM for acceptance testing