I. Introductory Information

A. Date: Tuesday, February 8, 2005
   Time: 4:00 PM – 4:20 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 weekly status report. We will also
   discuss status of the modules and determine what needs to be done by Sunday 2/13.

D. Member Roles
   Leader: Kristy
   Recorder: Jess

II. Discussion & Decision Making Outcomes

A. Tasks and Risks
   Discussion Leader: Kristy
   Please refer to the weekly status report on the website.

B. Test Cases
   Discussion Leader: Tim

   We will discuss test cases that must be performed for this iteration after today’s
   meeting. We will focus on boundary conditions, equivalence classes, and expected
   functionality.

C. Status of Modules/Integration Issues?
   Discussion Leader: Kristy

   Today was our planned ‘Code Freeze’ stop date!
We will be integrating our code after this meeting.

**D. Items to be completed by Sunday**

Discussion Leader: Kristy

- Software Requirements Specification (of v0.2)
- Detailed Design Document
- Test Plan/ Test Results
- System Source Code (commented)/ Executable files
- Defect Report

- Readme file(s)
- Metrics Report (effort spent)
- Question/Comments during iteration 1

*Is this needed?*

Draft of SRS v0.3 (for review along with the prototype system)

### III. Action Items

**A. Update Week 7 Status Report, Upload to Website**

People Responsible: Kristy

Completion Date: 2/9

Additional notes on action item:

**B. Integrate System**

People Responsible:

Completion Date: Thursday night, 2/10

Additional notes on action item:

Team will be working on this after this meeting.

**C. Update Test Plan**

People Responsible: Tim

Completion Date: Thursday night, 2/10

Additional notes on action item:

Update the test cases.

**D. Run Tests/ Track Defects**

People Responsible: All

Completion Date: Sunday 2/13
E. Update Design Document
People Responsible: Jess
Completion Date: Sunday, 2/13

Additional notes on action item:

F. Keep a list of new Questions & Comments
People Responsible: All
Completion Date: Sunday 2/13

Additional notes on action item: