I. Introductory Information

A. Date: Monday, April 11, 2005
   Time: 5:00 PM – 5:20 PM
   Place: SE Team Room

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

C. Meeting Objective
   The objective of the meeting is to perform discuss status and kick-off test execution
   of iteration 3 functionality.

D. Member Roles
   Leader: Kristy
   Recorder: Jess

II. Discussion & Decision Making Outcomes

A. Status Report
   Discussion Leader: Kristy
   Time: 10 min

   Refer to the weekly status report on the team website.

B. Development Issues/ Concerns
   Discussion Leader: Kristy
   Time: 15 min

   Use the 34 inch border b/c it has information. Team will discuss this in the lab after
   the “meeting”

C. Test Execution Kick-off!
   Discussion Leader: Dan
   Time: 5 min
   START TESTING!
Test Doc will be put into CVS

**D. Design Document Update**
Discussion Leader: Jess
Time: 5 min
Design Doc will be put into CVS and ALL team members will update their design sections.

**E. Next Meeting**
Discussion Leader: Kristy
Time: 5 min

Wednesday 4/13 – Meeting to discuss:
- Or fix bugs together before I leave
- Final things that need to be done for Sunday’s release

** Before then find bugs in Kristy’s stuff please! **

**III. Action Items**

**A. Post Status Report on Web**
People Responsible: Kristy
Completion Date: 4/12

Additional notes on action item:

**B. Execute Tests & Track Defects**
People Responsible: All
Completion Date: Saturday 4/16

Additional notes on action item:

**C. Outline of Project Poster**
People Responsible: Kristy & Jess
Completion Date: Friday 4/22

Additional notes on action item:

**D. Outline of Conference Paper**
People Responsible: Tim
Completion Date: Friday 4/29

Additional notes on action item: