I. Introductory Information

A. Date: Monday, May 2, 2005
   Time: 4:00 PM – 4:40 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 discuss status goals for this week and next.

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. This Week
   Discussion Leader: Kristy
   Time: 5 min

Poster Presentation: Friday May 6 – Tim and Dave
Execute Test Cases by: Friday May 6
Fix Bugs by: Sunday May 8
Online Help Pages ‘Audit’: - Sunday May 8
C. Next Week
Discussion Leader: Kristy
Time: 5 min

Conference Paper:
Final Presentation:
Executive Presentation:
Cleanup Deliverables:
Design Document Update:
Re-run Test Cases:

III. Action Items

A. Post Status Report on Web
People Responsible: Kristy
Completion Date: 5/3/05

Additional notes on action item:

B. Outline of Conference Paper
People Responsible: Tim
Completion Date: Next Wednesday

Additional notes on action item:

C. Release System 1.0
People Responsible: All
Completion Date: Sunday 5/8

Additional notes on action item: