I. Introductory Information

A. Date: Friday, December 03, 2004
   Time: 2:00PM – 3:00PM
   Place: SE Mentoring Lab

B. Attendees

Kristy Rozanski  
Kristina.Rozanski@gmail.com

Tim Lund  
tim.lund@mail.rit.edu

Jessica Linendoll  
jal9955@rit.edu

Dave Kerstanski  
djk9149@rit.edu

Dan Lovette  
dwl2239@rit.edu

C. Meeting Objective

The primary objective of the meeting is to gain some initial team organization including team name, roles/responsibilities and items that need to be completed before Christmas break.

D. Member Roles

Leader: Kristy
Recorder: Tim
Timekeeper: Jess

II. Discussion & Decision Making Outcomes

A. Team Name

Discussion Leader: Kristy
Decisions made: Team Silver Bullet

B. Roles/Responsibilities

Discussion Leader: Kristy
Decisions made:

Project responsibilities:
   Metrics – Tim
   Document Quality/Revision Control – Tim
   Website – Dan
   Tracking & Control – Kristy
   Customer Liaison – Kristy
Software Quality/Testing – Dave
Design/Development – Jess

**C. Website Plan**
Discussion Leader: Dan
Decisions made:

- Public/Private sections
- Meeting Minutes
- Project Documentation
- Project Code
- Project Metrics
- Contacts

**D. Project Plan, Development Process, Risks, and Metrics**
Discussion Leader: Kristy
Decisions made:

- Separate meetings for each after onsite meetings.
- Project synopsis after seeing application we are rewriting (wed 12/08)
- Then project plan & development process (week 2)
- Website deployed by Friday, 12/10
- Risks & Metrics (end week 2/week 3)

**E. Preparation for Tuesday Meeting @ Alstom**
Discussion Leader: Kristy
Decisions made:

- Dave + Tim drive there
- Kristy, Dan & Jess – meet 3:45 in front of Golisano

Kristy will confirm meeting on Monday.

### III. Action Items

**A. Get a team account**
People Responsible: Team
Completion Date: Today

Additional notes on action item:

Tim emailed Kurt to do this.
Account name – Silver Bullet
**B. Develop project website**
People Responsible: Dan
Completion Date: 12/10

Additional notes on action item:

Refer above for ideas on website sections.

**C. Additional Action Items (TBD)**
Tim
- look over metrics

Kristy
- look over project plan stuff – get Microsoft Project
- confirm Tuesday 4 – 6 with Alstom

**IV. Process Discussion**

**A. Roles per meeting?**

Only Leader, Recorder & Timekeeper.

**B. Discussion & Decision Making?**

Discussion leaders. Example: Tim would be a discussion leader on a metrics topics, Dave would be discussion leader on testing issues.

**C. Action Items?**

Good, maintains responsibilities.

**D. Discuss timeline, process and adjustment here too!**

**E. Misc. process input...**