I. Introductory Information

A. Date: Saturday, December 11, 2004  
   Time: 1:15PM – 3:45PM  
   Place: SE Team Room

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

C. Meeting Objective
   This objective of the meeting is to put together ALSTOM’s workflow diagram, set milestone dates for the project plan, and discuss items dealing with the identified risks.

D. Member Roles
   Leader: Kristy
   Recorder: Jessica
   Timekeeper: Jessica

II. Discussion & Decision Making Outcomes

A. Workflow Diagram
   Discussion Leader: Jess
   Decisions made:

   Diagram is in Visio and will be put into our Vision and Scope document which will be available on the team account.

B. Milestones for Project Plan
   Discussion Leader: Kristy
   Decisions made:

   Now an iterative process is agreed upon, discuss major milestones for the project plan with the team.
**C. Risk List – Additional risks, mitigation plan?**

Discussion Leader: Dave  
Decisions made:

Dave has the risk document; he will revise it per our comments and then will place it on the team website. Team decided to assign priority to each risk. We will be creating a contingency plan for specific risks.

**D. Research Guru’s**

Discussion Leader: Kristy  
Decisions made:

DXF file: Dan  
Parsing Dude: Dave  
Placement Algorithm: Kristy  
CAPPE System: Tim & Jess

**E. Metrics/Process?**

Discussion Leader: Tim  
Decisions made:

Tim will email the process document that he has created. Team will review the document on their own time.

**F. Website?**

Discussion Leader: Dan  
Decisions made:

NA

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**III. Action Items**

**A. Workflow Diagram (w/in Vision & Scope skeleton?)**

People Responsible: Jess  
Completion Date: 12/13 6PM

Additional notes on action item:

Get template for Vision & Scope document. Create a section for workflow diagram. Start this document.

**B. Project Plan Document & MS Project Chart**

People Responsible: Kristy  
Completion Date: 12/13 6PM
Additional notes on action item:

Start the document per the timeline we decided in today’s meeting.

**C. Risk List Document**
People Responsible: Dave
Completion Date: 12/13 6PM

Additional notes on action item:

Revise per team’s comments

**D. Development Process Document**
People Responsible: Tim
Completion Date: 12/13 6PM

Additional notes on action item:

Add deliverables and metrics

**E. Website Changes?**
People Responsible: Dan
Completion Date: ASAP

Additional notes on action item:

These changes should be made as soon as possible because I have given the link to Hawker and the ALSTOM people.

Meeting minutes are not updated with details/ set up links to refer directly to the documents.
- meeting minutes are in its own directory
- metrics are in its own directory.
Place project synopsis on the home page.

**F. Begin Research**
People Responsible: All
Completion Date: Will ask for progress during meetings… Keep doing work on this!

Additional notes on action item:

DXF file: Dan
Parsing Dude: Dave
Placement Algorithm: Kristy
CAPPE System: Tim & Jess
**G. Metrics**

People Responsible: All  
Completion Date: 12/12 @ midnight  

Additional notes on action item:

The categories are:
- Admin  
- Research  
- Requirements  
- Development  
- Testing  
- Maintenance

**H. For Next Meeting – Thursday 12/13**

People Responsible: All  
Completion Date: (refer below)  

Additional notes on action item:

All documents must be submitted on Monday by 6pm.  
All team members must review all documents by Tuesday’s meeting.  
Next meeting: Tuesday December 13, 2004 at 4pm in a team room