I. Introductory Information

A. Date: Tuesday, December 14, 2004  
   Time: 12:30PM – 2:00PM  
   Place: SE Team Rooms

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 review the documents before getting approval from Vallino. If there is time, the Vision & Scope document will be put together, and use cases will be identified for the SRS document.

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

II. Discussion & Decision Making Outcomes

A. Project Plan Document
Discussion Leader: Kristy  
Decisions made:

Need to add a highlight of the milestones in the project schedule section.

B. Development Process Document
Discussion Leader: Tim  
Decisions made:

Added to the project plan document

C. Risk List & Risk Management Documents
Discussion Leader: Dave
Decisions made:

Combine Risk List & Risk Management documents. Risk list contains mitigation and contingency plans (a form of risk management). No need to consider budget issues.

**D. Vision & Scope Document**
Discussion Leader: Jess
Decisions made:

Added in workflow diagram and filled in incomplete sections.

The document should be formatted the same as all the other documents, to be consistent.

**E. Use Case Identification**
Discussion Leader: Jess
Decisions made:

Moved to next meeting, ran out of time!

**III. Action Items**

**A. Update Documents, send to Vallino & ALSTOM**
People Responsible: Jess & Tim
Completion Date: ASAP! - Today

Additional notes on action item:

Everyone must update the documents with input/changes.

Jess can then send them to Vallino for review when she is done formatting the V&S.

Tim – update the Project Plan and Vision & Scope document with Vallino’s comments, email to ALSTOM team for review.

**B. Update Website**
People Responsible: Dan
Completion Date: ASAP

Additional notes on action item:

At least be functional so easily update with meeting minutes on a same-day basis.

**C. Next meeting**
People Responsible: All
Completion Date:
Additional notes on action item:

Meeting with ALSTOM on Thursday to discuss input/output files. We will also gather their feedback from the Project Plan and the V&S.

** Look out for possible meeting Thursday morning! Do use cases, understand ALSTOM’s input/output files, identify requirements questions.

** D. Additional Action Items (TBD)**

Kristy – change Project Gantt chart to allow overlap of req, design, impl… phases.