

## Meeting 10/1/13

### ***Development Server:***

The development server is setup. The development server is shared with TeamBuilder. We are getting database access soon. We will need to setup our environment. There is a zip with the Generic Tomcat setup that ITS uses. We will need to customize it for our environment. Instructions are available on the ITS wiki. We will also need to send ITS the Apache configuration when we have figured out what is needed.

### ***Project Plan:***

During the meeting several changes were requested to the project plan.

- Add milestones with dates so we can make sure we are on track for each release.
- Add the deliverables that were listed in the initial project description.
- Add a risk table with calculated risk exposure.
- Add risk that it may be difficult to test all of the cases / schedules.
  - Test accounts may take some time to create
- Add test scripts and support plan to the list of deliverables.
- Add our individual roles into the project plan.

### **Dates:**

There are several dates that we either need to figure out or remember:

- When do we need the basic API from ITS? They still have some development to do before it is ready for us.
- We will need to let ITS know ASAP exactly what data we want from the API and when we want it for future releases.
- All documents should be given to the ITS team on Thursday or Friday to give them enough time to read through it before our Tuesday meetings.
- When we are getting ready for our testing and then production servers we will need to let ITS know ahead of time. It takes approximately 2 weeks to get a server setup.

### ***Post Meeting Action Items***

<b>Action Items</b>	<b>Assigned to</b>	<b>Deadline</b>
See above sections	SE Team	
How much are we liable for?	Kim	
Figure out exact roles	SE Team	10/08/13
Next draft of project plan	SE Team	10/08/13
Updated Project plan, Requirements and Use cases added to site	Zach	10/02/13
Need a time & task management system	SE Team	