

Actions to be taken

Paul:

- Send excel spreadsheets
- Send registration form
- Review project synopsis when received

Team:

- Send mugshots and profiles
- Send resumes
- Create meeting agenda
- Send project synopsis (cc Dr. Ludi)

PC Configuration

Physical machine or vm

installation

use/maintenance

recommendation: separate machine

risk mitigation - security, restart (reliability), startup, shutdown, backup

space limitations

Who's maintaining it

Using Asana

Meeting Notes

Meeting Goals

- 1) Familiarize ourselves with the Asana project structure and tune it to better fit us
- 2) Load the Product Backlog
- 3) Begin risk planning discussion
- 4) Begin sprint planning at least for the first release.

Asana Discussion

- 2 Weeks per sprint, 12 sprints total
- Effort Tracking: Essentially timesheets
 - Sub tasks in a week are the items you completed that week
 - To go into further detail of what you did you can add a comment
 - Everything in square brackets is the time estimate
 - Priority of tasks is determined by positioning order

Product Backlog

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Risk Planning Discussion

- duplicate data... stick to database normalization?
- changing platforms (operating system)... choose very strong cross platform technology

Sprint Planning (First Release)

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