

Weekly Meeting

Topic: Determine a schedule of what needs to be done before school starts (Jan 26)

Date: 1/11/15

Schedule/Goals

The following List is a rough idea of what needs to be done before Jan 26th. Ideally we should plan as much as we can before classes begin to allow us to hit the ground running when school begins. All of the following points must take into consideration the Statement of work (Must read before completing the points below. Shorthand - Team Leaders and Project Manger = TL+PM.

1. Roles/ Responsibilities - Must be agreed upon by all parties involved i.e. TL+PM
 - a. Determine what a team leader is responsible for. Revise the document created in Fall 2014
 - b. Project Manager - Revise the document created in the Fall of 2014
 - c. Treasurer - Revise the Document created in the Fall of 2014
 - d. Team Member - Create a document describing what each person is responsible for. This includes TL+PM.
2. Determine what project management software should be used by the class, how to use the software, and how we will teach the class on how to use it. (How To - Asana gdoc), setup a calendar with meeting dates.
3. Determine what each group will be doing in terms of technical requirements. *after the SOW has been read
 - a. After we have figured out what each group will be doing let team members decide on what they can do, what milestones they can accomplish and when they can expect to finish. (Be mindful people might try to undercut the project to do less work, and final goals should be discussed by the TL+PM)
 - b. Plan "Kick-off meeting" to discuss roles/ responsibilities, project management software, and the findings of what each group will be doing.
4. Create a PowerPoint explaining what has been decided in terms of goals, responsibilities, and requirements (ideally create a rough draft by Jan 26, final draft two weeks in)
5. Decide Long Term goals- Set up a "finished product" plan including details on requirements for completion. This plan will extend past this semester to give us a big picture, as it gets farther out it will not be as detailed. Once we have the whole plan laid out then we can decide on what we can expect the class to finish this semester. Coordination with Nadovich is required to help us be realistic but still push ourselves on this project. Once these goals are finalized (ideally by two week PDO) should be included in the PowerPoint.