Team Blitzkrieg

Distributed Meeting Scheduler

Phase II: Interim

Project Plan

Version 2.0

Team Blitzkrieg

Team Website: <http://utdallas.edu/~srw051000/SE6361_Blitzkreig/>

|  |  |  |
| --- | --- | --- |
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Submitted to:

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Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Version | Description | Author |
| 09/03/2009 | 1.0 | Preliminary Project Plan- Prepared Document Structure and Added Sections 1.1, 1.4, 1.5, 1.6, 1.7, 2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 3.4, 4.1, 4.2 and 4.3  | JassemMuhammad |
| 10/17/2009 | 1.1 | Project Plan at the end of Interim Phase 1- Added Team Agreement and Sections 1.2, 1.3, 2.5, 5, Glossary, and Modified Sections 1.1, 1.4, 1.6, 2.1, 2.4, 3.1, 3.3, 3.4 | Jassem |
| 11/10/2009 | 2.0 | Modified Sections 1.4, 2.4, 2.5 and 5  | Jassem |

Team Agreement

By signing my name below, I hereby agree and possess no dispute regarding my contribution in the project, through my attendance in team meetings and the roles and responsibilities that I fulfilled, during the Interim Phase I of the project. I certify that the information present in this document is accurate to the best of my knowledge.

|  |  |  |
| --- | --- | --- |
| Name | Signature | Date |
| Aditya Dhamankar |  |  |
| Ajay Narasimmamoorthy |  |  |
| Bryan Parker |  |  |
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# 1. Introduction

The introduction will provide entry level details to the reader, for this project. It will provide a brief overview of the project, the deliverables applicable to this project together with phases and deadlines, the reference material and finally the terminologies and concepts associated with the project. [1] [2]

## 1.1 Project Overview

The project Distributed Meeting Scheduler automates the process of scheduling meetings. It is a type of resource allocation and collaboration system. The main function of this project is to schedule meetings based on the availability of resources and constraints put forward by the resources. There are primarily two actors in the system:

1. **Meeting Initiator**

Responsible for initiating a meeting and defining an interval within which a meeting can be held.

1. **Potential Meeting Attendees**

These people will be attending a meeting and will provide availability timings and non-availability timings to the system. Some meeting attendees can be further classified into three categories:

1. *Important Participants:* [3]

Meeting attendees who may specify their preferred meeting locations

1. *Active Participants:* [3]

Meeting attendees who may be providing special equipment requirements for the meeting like projector, internet connection etc.

1. *Regular Participants:*

Meeting attendees who specify their preferred and exclusion sets only

The system functions in the following manner:

1. The meeting initiator initiates a meeting along with the time interval within which the meeting can take place
2. The meeting attendees provide their availability and non-availability information along with their preferred meeting location
3. The system then finds a feasible meeting time along with an available preferred meeting room for the meeting keeping in consideration the constraints and availability data provided by various actors of the system
4. If there are any conflicts, the system supports conflict resolution using the conflict policy provided by the client
5. The system also supports changing user constraints before the date and location of the meeting is finalized

## 1.2 Intended Users

1. **TeraSoft**

The system will be designed specifically for TeraSoft as per the requirements posted by TeraSoft.

1. **Organizations with IT Infrastructure**

Any organization with IT infrastructure can use Distributed Meeting Scheduler for scheduling intra-organization meetings.

## 1.3 Stakeholders

The following are the stakeholders in this project.

1. **TeraSoft** [3]

The organization which has requested services of Team Blitzkrieg for requirements engineering and development of Distributed Meeting Scheduler

1. **Team Blitzkrieg**

Team, responsible to carry out the aforementioned activities

1. **Professor Lawrence Chung**

Co-ordinate with TeraSoft on behalf of Team Blitzkrieg to gather customer’s requirements

## 1.4 Project Deliverables and Timelines

The project is divided into two phases with each phase having two sub-phases. The following is the project deliverable chart for interim phase I along with deadlines:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **S No.** | **Deliverable** | **Deadline** |
| **Interim Phase I** | 1 | Preliminary Project Management Plan |  September 3rd, 2009 |
| 2 | Software Requirements Specification |  September 18th, 2009 |
| 3 | Prototype (Mock-up) |  September 24th, 2009 |
| 4 | User Manual |  September 27th, 2009 |
| 5 | Presentation |  September 29th, 2009 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **S No.** | **Deliverable** | **Deadline** |
| **Final Phase I** | 1 | Revised Software Project Management Plan |  October 6th, 2009 |
| 2 | Revised Software Requirements Specification |  October 14th, 2009 |
| 3 | Revised Mock-up |  October 17th, 2009 |
| 4 | Revised User Manual |  October 19th, 2009 |
| 5 | Revised Presentation |  October 21st, 2009 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **S No.** | **Deliverable** | **Deadline** |
| **Interim Phase II** | 1 | Revised Software Project Management Plan |  October 25th, 2009 |
| 2 | Revised Software Requirements Specification |  October 29th, 2009 |
| 3 | Process Specifications |  October 29th, 2009 |
| 4 | Vision Document |  November 3rd, 2009 |
| 5 | Interim Phase II Report |  November 8th, 2009 |
| 6 | Interim Phase II Presentation |  November 11th, 2009 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **S No.** | **Deliverable** | **Deadline** |
| **Final Phase II** | 1 | Final Software Project Management Plan |  November 15th, 2009 |
| 2 | Final Software Requirements Specification |  November 19th, 2009 |
| 3 | Revised Process Specifications |  November 19th, 2009 |
| 4 | Revised Vision Document |  November 23rd, 2009 |
| 5 | Final Phase II Report |  November 26th, 2009 |
| 6 | Final Prototype |  November 28th, 2009 |
| 7 | Final User Manual |  November 28th, 2009 |
| 8 | Final Presentation |  November 30th, 2009 |

## 1.5 Evolution of this Document

Evolution of this document can be traced via the Revision History table on Page 3 of this document. The document may change over the course of entire project and these changes will be specified in the aforementioned table.

## 1.6 References

**[1]** Requirement Engineering – Advanced Requirement Engineering. CS/SE 6361 Section 001, Fall 2009.

<http://www.utdallas.edu/~chung/RE/syllabus.htm>

**[2]** Software Project Management Plan Template < OOSE < Twiki. Software Project Management Plan Template.

<http://wwwbruegge.informatik.tu-muenchen.de/twiki/bin/view/OOSE/SoftwareProjectManagementPlanTemplate>

**[3]** Project Phase I: Requirements Elicitation: Initial Understanding

<http://www.utdallas.edu/~chung/RE/Project1.pdf>

**[4]** Ambulance Dispatch System: Software Project Management Plan: Gang of Eight (GoE)- Summer 2007

##

## 1.7 Definitions, Acronyms and Abbreviations

MI Meeting Initiator

MA Potential Meeting Attendees

ES Exclusion Set

PS Preference Set

DC Date Conflict

SDC Strong Date Conflict

WDC Weak Date Conflict

SPMP Software Project Management Plan

SRS Software Requirement Specification

# 2. Project Organization

## 2.1 Process Model

Distributed Meeting Scheduler will be completed by Team Blitzkrieg in two phases. In the first phase, the activities of Systems Engineering and Requirements Analysis will be performed by the team. The second phase will engender a second iteration for the same set of activities.

In order to cater the changing requirements, Spiral Model will be used for requirements elicitation, specification and validation. The team will produce each deliverable by:

1. Analyzing and discussing requirements in team meetings
2. Constructing deliverables
3. Reviewing deliverables for amendments before submission

While carrying out Requirements Analysis, model proposed by Ross will be used to answer the three most important questions:

1. Why the system is needed?
2. What system features will serve and satisfy this context?
3. How the system is to be constructed?

## 2.2 Organizational Structure

There are three roles in Team Blitzkrieg:

1. **Developer**

A developer will be responsible to construct the deliverable and perform relevant software engineering practices.

1. **Reviewer**

A reviewer will be responsible to review the deliverables and suggest appropriate modifications when deemed necessary.

1. **Team Lead**

A team lead will facilitate communication between Developers and Reviewers and will act as an arbiter for conflict resolution between the two teams. The major responsibility of Team Lead is to ensure the production of high quality deliverables before the deadlines.

The following diagram demonstrates the organizational structure in Team Blitzkrieg through an Organogram.

*Team Lead(s)*

*Reviewers*

*Developers*

The aforementioned roles will be assigned on the basis of rotation policy, thus ensuring every team member to act in every role at least once.

## 2.3 Organizational Boundaries and Interfaces

Team Lead(s) in each phase will be responsible to arrange meetings and facilitate communication between team members. Team leads will additionally hold responsibilities of interacting with stakeholders and answering external queries.

## 2.4 Project Responsibilities

**Interim Phase I**

|  |  |  |  |
| --- | --- | --- | --- |
| Deliverable | Developers | Reviewers | Team Lead(s) |
| Preliminary Project Management Plan  | Jassem, Muhammad  | Aditya, Ajay, Bryan, Jeevan, Preeti, Sean  | Vinay  |
| Software Requirements Specifications  | Bryan, Jassem, JeevanMuhammad, Preeti, Sean, Vinay  | Ajay  | Aditya  |
| Mock-up  | Aditya, Ajay, Muhammad  | Bryan, Jassem, Jeevan, Sean, Vinay  | Preeti  |
| User Manual  | Ajay  | Aditya, Bryan, Jassem, Vinay,Muhammad, Preeti, Sean  | Jeevan  |
| Presentation | Bryan, Jassem, PreetiVinay | Aditya, JeevanMuhammad, Sean | Ajay |

**Final Phase I**

|  |  |  |  |
| --- | --- | --- | --- |
| Deliverable | Developers | Reviewers | Team Lead(s) |
| Revised Software Project Management Plan  | Jassem | Aditya, Ajay, Bryan, Jeevan, Muhammad, Preeti, Sean  | Vinay  |
| Revised Software Requirements Specifications  | Bryan, Jeevan, Muhammad, Preeti, Sean, Vinay  | Ajay, Jassem | Aditya  |
| Revised Mock-up  | Aditya, Ajay  | Bryan, Jassem, Jeevan, Muhammad, Sean, Vinay  | Preeti  |
| Revised User Manual  | Ajay  | Aditya, Bryan, Jassem, Vinay,Muhammad, Preeti, Sean  | Jeevan  |
| Revised Presentation | Bryan, Jassem, Sean | Aditya, Jeevan, Muhammad, Preeti, Vinay | Ajay |

**Interim Phase II**

|  |  |  |  |
| --- | --- | --- | --- |
| Deliverable | Developers | Reviewers | Team Lead(s) |
| Revised Software Project Management Plan  | Jassem, Muhammad | Aditya, Ajay, Jeevan, Meghana, Preeti, Sean, Vinay  | Bryan |
| Revised Software Requirements Specifications  | Aditya, Ajay, Jeevan, Meghana, Preeti, Vinay  | Bryan, Muhammad, Sean | Jassem  |
| Process Specifications | Bryan, Jassem, Muhammad, Sean | Aditya, Ajay, Jeevan, Preeti, Vinay | Meghana |
| Vision Document | Preeti, Vinay | Aditya, Ajay, Bryan, Jassem, Jeevan, Meghana, Sean  | Muhammad |
| Interim Phase II Report | Aditya, Ajay, Bryan, Jassem, Jeevan, Meghana, Muhammad  | Preeti, Vinay | Sean |
| Interim Phase II Presentation | Meghana, Preeti, Sean, Vinay | Aditya, Ajay, Bryan, Jeevan, Muhammad | Jassem |

**Final Phase II**

|  |  |  |  |
| --- | --- | --- | --- |
| Deliverable | Developers | Reviewers | Team Lead(s) |
| Final Software Project Management Plan  | Jassem, Muhammad | Aditya, Ajay, Jeevan, Meghana, Preeti, Sean, Vinay  | Bryan |
| Final Software Requirements Specifications  | Aditya, Ajay, Jeevan, Meghana, Preeti, Vinay  | Bryan, Muhammad, Sean | Jassem  |
| Revised Process Specifications | Bryan, Jassem, Muhammad, Sean | Aditya, Ajay, Jeevan, Preeti, Vinay | Meghana |
| Revised Vision Document | Preeti, Vinay | Aditya, Ajay, Bryan, Jassem, Jeevan, Meghana, Sean  | Muhammad |
| Final Phase II Report | Ajay, Bryan, Jassem, Jeevan, Meghana, Muhammad  | Aditya, Preeti, Vinay | Sean |
| Final Prototype  | Aditya, Ajay, Bryan, Jassem, Muhammad  | Jeevan, Meghana, Preeti, Vinay  | Sean |
| Final User Manual  | Aditya, Ajay, Jeevan  | Jassem, Vinay, Meghana, Muhammad, Preeti, Sean | Bryan |
| Final Presentation | Meghana, Preeti, Sean, Vinay | Aditya, Ajay, Bryan, Jeevan, Muhammad | Jassem |

## 2.5 Team Meetings

The following is the attendance sheet for meetings conducted during Phase I of the project.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Meeting SNo. | Aditya | Ajay | Bryan | Jassem | Jeevan | Meghana | Muhammad | Preeti | Sean | Vinay |
| 1 |  |  | X | X |  | N/A | X | X | X | X |
| 2 | X | x | X | X | X | N/A | X | X | X | X |
| 3 |  |  | X | X |  | N/A | X | X | X | X |
| 4 |  | X | X | X | X | N/A | X | X | X | X |
| 5 | X |  | X | X | X | N/A | X | X | X | X |
| 6 |  |  | X | X |  | N/A | X | X | X | X |
| 7 |  |  | X | X |  | N/A | X |  | X | X |
| 8 |  |  | X | X |  | N/A | X |  | X | X |
| 9 |  |  | X |  |  | N/A | X | X | X | X |
| 10 | X | X | X | X | X | N/A | X |  | X | X |
| 11 | X | X | X | X | X | N/A | X | X | X | X |
| 12 | X | X | X | X | X | N/A | X | X | X | X |
| 13 |  |  | X |  |  | N/A |  |  | X | X |
| 14 |  |  | X | X | X | N/A | X |  | X | X |
| 15 |  | X | X | X |  | N/A | X |  | X | X |
| 16 | X | X | X | X | X | X | X | X | X | X |
| **Total** | **6** | **7** | **16** | **14** | **8** | **1/1** | **15** | **10** | **16** | **16** |

The following is the attendance sheet for meetings conducted during Phase II of the project.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Meeting SNo. | Aditya | Ajay | Bryan | Jassem | Jeevan | Meghana | Muhammad | Preeti | Sean | Vinay |
| 1 | X | X | X | X | X | X | X | X | X | X |
| 2 |  | X | X | X | X | X | X | X | X | X |
| 3 | X |  | X | X | X | X | X |  | X | X |
| 4 | X |  | X | X | X | X | X |  | X | X |
| 5 | X | X | X | X | X | X | X |  | X | X |
| 6 | X | X | X | X | X | X | X | X | X | X |
| **Total** | **5** | **4** | **6** | **6** | **6** | **6** | **6** | **3** | **6** | **6** |

# 3. Managerial Process

## 3.1 Management Objectives and Priorities

“Our basic management philosophy is that management should be there to

 enable the team to do a better job with greater ease. It should be dedicated

 to simplifying and reducing the workload rather than complicating it.” [4]

The management will comprise of all team leads. The following will be the fundamental objectives of the management:

1. Set goals and milestones to achieve.
2. Create and maintain healthy work environment.
3. Facilitate intra-team communication through different channels.
4. Reconcile conflicts and dispute cases.
5. Distribute and assign work equally.

The management will cater the following priorities at the highest level:

1. Compliance to functional and non-functional requirements
2. Production of defect-free deliverables
3. Meeting deadlines

## 3.2 Assumptions, Dependencies, and Constraints

The following will be the major assumptions in this project:

1. Precise statement of requirements by the customer
2. Basic understanding of the computer systems at customer’s end
3. Availability of customer for meetings and trainings
4. Completion of hardware and software pre-requisites at customer site

The project has the three major constraints:

1. Timelines
2. Resource Time
3. Funding/Budget

## 3.3 Risk Management

The following are the identified risks in the project:

1. Team members not attending team meetings

2. Team members not completing work assigned to them

## 3.4 Monitoring and Controlling Mechanisms

The following are the monitoring and controlling mechanisms for the risks identified in the project.

*1. Team members not attending team meetings*

1. Maintain a log of team meetings. ([Section 5](#_5._Meetings_History))
2. Maintain attendance sheet for every team meeting. ([Section 2.5](#_2.5_Team_Meetings))

*2. Team members not completing work assigned to them*

1. Maintain a log of project deliverables. ([Section 1.4](#_1.4_Project_Deliverables))
2. Maintain roles and responsibilities chart for each deliverable. ([Section 2.4](#_2.4_Project_Responsibilities))

# 4. Technical Process

## 4.1 Methods, Tools and Techniques

1. **Method**

The following method will be adopted for successful completion of every phase

1. Every phase has a team lead responsible for fulfilling the team needs like providing additional resources to the team and make appropriate adjustment for the same at the start of each phase.
2. Also team lead would be responsible for addressing techniques and holding meeting as per requirement.
3. The team lead will then assign the work to the developers.
4. During the work is in progress the team lead must keep track of the deadline and work progress of its team.
5. Developers should report to their team leads.
6. After all the work has been completed (within the deadline), the team lead makes sure that the work product is complete and according to the requirement of the phase. The team lead will then submit the deliverables to the review team.
7. The review team is responsible for reviewing and proposing changes to the document. After consensus changes are made by the team lead and finalized by reviewers.
8. **Tools:**

Following tools and applications will be used by the team for this project:

1. Document Development: **Microsoft Office**
2. Architectural and Conceptual Diagrams: **IBM Rational Rose**
3. Team Communication and Collaboration: **Google Groups**
4. Application Development Language: **PHP**
5. **Techniques**

Techniques would vary according to the deliverable and would be addressed when a team would work on that deliverable

## 4.2 Software Documentation

The following documentation would be developed during the Interim Phase I of the project:

1. Software Project Management Plan
2. Software Requirements Specification
3. User Manual
4. Interim Phase I Presentation

## 4.3 Project Support Functions

To be provided later

# 5. Meetings History

 *Meeting# 1 [Pre-Project Preparation Meeting]*

|  |  |
| --- | --- |
| Date and Time  | Thursday, August 27, 2009 [10:50 AM to 11:30 AM]  |
| Location  | Outside Class Room ECSS 2.201  |
| Agenda  | * How team will collaborate
* When and where will the meetings be conducted and for how long?
 |
| Participants  | Bryan, Jassem, Muhammad, Preeti, Sean, Vinay  |
| Summary  | * Team will collaborate in such a way that every member will read relevant materials, and brainstorm on their own; then the team will share their ideas (during the meeting) before come up with a single deliverable
* Final deliverable will be prepared by 2 to 3 team members, depending upon the size of the deliverable
* Meeting days will be Tuesdays and Thursdays every week. In case of a huge work load or some unforeseen reason, emergency meetings may be required and arranged
* Meeting Time Span would be an hour before Requirements Engineering Lecture
* Two Meeting Places were decided:
* Break Area on the Fourth Floor of ECS Building (next to the vending machines) [Primary Location]
* o   McDermott Library
 |
| Important Decisions  | * Deliverable(s) will include the input of every team member, but the final deliverable(s) will be prepared by 2 or 3 members
* Meeting Days will be Tuesday and Thursday, 1 hour before the Requirement Engineering Lecture [Team may meet at any other day then designated ones]
* Meetings will be held at Break Area on the Fourth Floor of ECS Building (next to the vending machines)
 |

*Meeting# 2 [Preliminary Project Plan Meeting]*

|  |  |
| --- | --- |
| Date and Time  | Tuesday, September 01, 2009 [10:30 AM to 11:25 AM]  |
| Location  | Break Area on the Fourth Floor of ECS Building  |
| Agenda  | * Split up the workload (based on outline)
* Team leaders for each of the 4 sub-phases
* Discuss the topics in the outline
* Decide on Various Points that needs to be included in the Pre-Project Plan
 |
| Participants  | Aditya, Ajay, Bryan, Jassem, Jeevan, Muhammad, Preeti, Sean, Vinay  |
| Summary  | * According to the S/W development Model it was decided to use the spiral model; there were many proposed models like waterfall, RAD and incremental model.
* Team Organization was decided into three roles --> Team Lead, Developers, Reviewers
* Deadlines were to be decided by people developing the project plan
* It was decided that the people will be assigned responsibilities randomly, from now on, but later we will review and change them accordingly.
* PHP was decided as a language for implementing the prototype
* Regarding the Meeting Tracking document, it was decided to be kept as a separate document because incorporating it in any document will increase its length considerably due to the number of meetings we will have.
* What was not decided due to time constraints were some points in the project plan like technique, tools, and methods that will be included in the plan.
* Sean will update the meeting tracking document with all the details of the second meeting.
 |
| Important Decisions  | * Muhammad and Jassem will be responsible for writing Project Management Plan and submitting the first draft to the team. After the team provides feedback, they will change the document and then come up with a final Project Management Plan.
 |

*Meeting# 3 [Looking Over Project Description Meeting]*

|  |  |
| --- | --- |
| Date and Time  | Tuesday, September 08, 2009 [10:30 AM to 11:25 AM]  |
| Location  | Break Area on the Fourth Floor of ECS Building  |
| Agenda  | * Discuss any changes to make on the Project Plan
* Start discussing the deliverables listed in the Project Description
 |
| Participants  | Bryan, Jassem, Muhammad, Preeti, Sean, Vinay  |
| Summary  | * Understand the general idea of what/how the DMS is suppose to work.
* Discussed the domain of the project description and informally defined the meaning of the various *participants* of the DMS
* Did NOT address any changes that might need to be made to the Project Plan
* Discussed the required deliverables for phase one; focused mainly on the *Issues* deliverable
* Divided the workload for the Issues Deliverable (Describe Issues)
 |
| Important Decisions  | * The following members will describe the issues for the 3 sections from the Project Description:
	+ Sean and Bryan: The Domain
	+ Vinay and Preeti: Functional Requirements
	+ Muhammad and Jassem: Non-functional Requirements
* Jeevan, Ajay, & Aditya  will review the described issues that the other six members have written.
 |

*Meeting# 4 [Going Over Issues]*

|  |  |
| --- | --- |
| Date and Time  | Tuesday, September 10, 2009 [10:30 AM to 11:25 AM]  |
| Location  | Break Area on the Fourth Floor of ECS Building  |
| Agenda  | * Look over the issues that members have found in the Project Description
* Discuss how to resolve those issues and break down the workload for that deliverable (issue resolution).
 |
| Participants  | Ajay, Bryan, Jassem, Jeevan, Muhammad, Preeti, Sean, Vinay  |
| Summary  | * Reviewed most the issues found in the Domain of the project description
* Unable to review the whole project description due to time constraints
 |
| Important Decisions  | * Decided to go ahead and write the issue resolutions, even though all the issues in the project description was not reviewed
* The following members will produce the issue resolutions for the 3 sections from the Project Description:
	+ Sean and Bryan: The Domain
	+ Vinay and Preeti: Functional Requirements
	+ Muhammad and Jassem: Non-functional Requirements
* Jeevan, Ajay, & Aditya  will review resolved issues that the other six members have written.
 |

*Meeting# 5 [Reviewing Issue Resolutions Document]*

|  |  |
| --- | --- |
| Date and Time  | Thursday, September 17, 2009 [10:30 AM to 11:25 AM]  |
| Location  | Break Area on the Fourth Floor of ECS Building  |
| Agenda  | * Review each section of issues and resolution document.
 |
| Participants  | Aditya, Bryan, Jassem, Jeevan, Muhammad, Preeti, Sean, Vinay  |
| Summary  | * Reviewed most the domain issues and resolutions.
* Identified disagreements with resolutions and made the appropriate changes.
* Unable to review the document due to time constraints
 |
| Important Decisions  | * Decided to have another meeting on the same day at 2:30 p.m. and finish reviewing the issues and resolutions document.
 |

*Meeting# 6 [Reviewing Issues Resolution Document Continued]*

|  |  |
| --- | --- |
| Date and Time  | Thursday, September 17, 2009 [2:30 p.m. to 6:00 p.m.]  |
| Location  | Break Area on the Fourth Floor of ECS Building  |
| Agenda  | * Continuation of reviewing the issues and resolution document.
 |
| Participants  | Bryan, Jassem, Muhammad, Preeti, Sean, Vinay  |
| Summary  | * Identified disagreements with resolutions and made the appropriate changes.
* Finished reviewing the issues and resolution document
 |
| Important Decisions  | * Decided to let Jeevan, Aditya, and Ajay work on the rest of the deliverables for the Interim I, which includes Improved Understanding, Prototype (mock-up), presentation slides, and Requirements Specification.
 |

*Meeting# 7 [Reviewing Improved Understanding & Mock-Up]*

|  |  |
| --- | --- |
| Date and Time  | Tuesday, September 22, 2009 [10:30 p.m. to 11:20 p.m.]  |
| Location  | Break Area on the Fourth Floor of ECS Building  |
| Agenda  | * Review the Improved Understanding document
* Discuss the prototype (mock-up)
 |
| Participants  | Bryan, Jassem, Muhammad, Sean, Vinay  |
| Summary  | * Looked over most of the domain part of the Improved Understanding document and made some corrections.
* Discussed the mock-up and further improvements/additions
 |
| Important Decisions  | * Decided to continue reviewing the document on Thursday.
 |

*Meeting# 8 [Further Reviewing Improved Understanding & Mock-Up]*

|  |  |
| --- | --- |
| Date and Time  | Thursday, September 24, 2009 [10:30 p.m. to 11:20 p.m.]  |
| Location  | Break Area on the Fourth Floor of ECS Building  |
| Agenda  | * Further review the Improved Understanding document
* Discuss the prototype (mock-up)
 |
| Participants  | Bryan, Jassem, Muhammad, Sean, Vinay  |
| Summary  | * Realized the Improved Understanding document was difficult to comprehend and more time needed to be spent for reviewing and revising.
 |
| Important Decisions  | * Decided to hold a special meeting on Friday to figure out what to do for next Thursday's Meeting
 |

*Meeting# 9 [Actually Reviewing Improved Understanding & Mock-Up]*

|  |  |
| --- | --- |
| Date and Time  | Friday, September 25, 2009 [10:30 p.m. to 1:30 p.m.]  |
| Location  | Break Area on the Fourth Floor of ECS Building  |
| Agenda  | * Intensely review and revise the Improved Understanding document
* Make change requests to the prototype (mock-up)
 |
| Participants  | Bryan, Jassem, Muhammad, Preeti, Sean, Vinay  |
| Summary  | * Looked over most of the domain part of the Improved Understanding document and made some corrections.
* Realized that the Improved Understanding document needed to be totally rewritten to match the entire teams understanding of the project and the Issues document.
 |
| Important Decisions  | * Decided that the people who did the sections of the Issues Document would also write the improved understandings for those sections.
 |

*Meeting# 10 [Hopefully Last Meeting Before Interim]*

|  |  |
| --- | --- |
| Date and Time  | Tuesday, September 29, 2009 [10:30 p.m. to 11:20 p.m.]  |
| Location  | Break Area on the Fourth Floor of ECS Building  |
| Agenda  | * Any last minute issues
* Look over the presentation slides
* Look over the redone Issues & Improved Understanding Docs.
 |
| Participants  | Aditya, Ajay, Bryan, Jassem, Jeevan, Muhammad, Sean, Vinay  |
| Summary  | * Looked over presentation slides and mock-up
* Ran out of time to look over the redone documents.
 |
| Important Decisions  | * Ran out of time, but had in class work session to discuss what to do for Wednesday's meeting.
 |

*Meeting# 11 [Final Meeting Before Interim]*

|  |  |
| --- | --- |
| Date and Time  | Wednesday, September 30, 2009 [5:30 to 9:00 ]  |
| Location  | Break Area on the Fourth Floor of ECS Building  |
| Agenda  | * Finishing and integrating all the parts of the documents (SRS & SPMP)
* Edit the mock-up pages
 |
| Participants  | Aditya, Ajay, Bryan, Jassem, Jeevan, Muhammad, Preeti, Sean, Vinay  |
| Summary  | * Created a traceability matrix between functional and non functional requirements.
* Integrated most of the SRS document and made changes to the SPMP
* Edited the mock-up pages.
* Created the prototype screenshots and user manual.
 |
| Important Decisions  | * Have the deliverables completed up the point for the Interim presentation.
 |

*Meeting# 12 [Interim Rehearsal]*

|  |  |
| --- | --- |
| Date and Time  | Thursday, October 1, 2009 [10:30 to 11:25] |
| Location  | Break Area on the Fourth Floor of ECS Building |
| Agenda  | * Rehearse for the interim presentation
 |
| Participants  | Aditya, Ajay, Bryan, Jassem, Jeevan, Muhammad, Preeti, Sean, Vinay  |
| Summary  | * Finished the presentation slides
* Some members where able to rehearse their parts, but time ran out.
 |
| Important Decisions  | * We were ready to present our project today (Thursday, Oct 1st)
 |

*Meeting# 13 [Steal Ideas from Presentations]*

|  |  |
| --- | --- |
| Date and Time  | Tuesday, October 6, 2009 [10:30 to 11:20] |
| Location  | Break Area on the Fourth Floor of ECS Building |
| Agenda  | * Any changes we should make to our project based on the presentations from the other groups.
 |
| Participants  | Bryan, Sean, Vinay |
| Summary  |  |
| Important Decisions  | * Decided to continue reviewing the document on Thursday.
 |

*Meeting# 14 [What needs to be complete for Phase I Final]*

|  |  |
| --- | --- |
| Date and Time  | Tuesday, October 12, 2009 [10:30 to 11:25] |
| Location  | Break Area on the Fourth Floor of ECS Building |
| Agenda  | * Find revisions to make to our deliverables
* Break-up the workload.
 |
| Participants  | Bryan, Jassem, Jeevan, Muhammad, Sean, Vinay |
| Summary  | * Identified most of the revisions that need to be made to our deliverables.
* However, there are some more revisions that need to be discovered.
 |
| Important Decisions  | * Continue to find more necessary revisions on Thursday and break up the workload.
 |

*Meeting# 15 [What needs to be complete for Phase I Final cont'd & Workloads]*

|  |  |
| --- | --- |
| Date and Time  | Thursday, October 14, 2009 [10:30 to 11:25] |
| Location  | Break Area on the Fourth Floor of ECS Building |
| Agenda  | * Additional revision for our deliverables.
* Break up the workload among the team members
 |
| Participants  | Ajay, Bryan, Jassem, Muhammad, Sean, Vinay  |
| Summary  | * Found several revisions to add to the deliverables
* Broke up the workload among the team members.
 |
| Important Decisions  | * Have all the deliverables completed by the Tuesday before the Phase I Final deadline.
 |

*Meeting# 16 [Last Meeting before Phase I Final Deadline]*

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| --- | --- |
| Date and Time  | Tuesday, October 20, 2009 [10:30 to 11:25] |
| Location  | Break Area on the Fourth Floor of ECS Building |
| Agenda  | * What work is left to be completed
* Review the work that has been completed.
 |
| Participants  | Everyone including Meghana |
| Summary  | * Informed Jeevan, what needs to be integrated in the WRS Document.
* Informed Ajay and Aditya about what pages needed to be added to the mock-up.
* Discussed what aspects of the other teams presentations where good as ours and what aspects were better than theirs.
 |
| Important Decisions  | * Have all the deliverables completed and available to the team by the Thursday morning for printing and submission.
 |

*Meeting# 17 [First Meeting for Phase II; Discuss Project Description]*

|  |  |
| --- | --- |
| Date and Time  | Tuesday, October 27, 2009 [10:30 to 11:25] |
| Location  | Break Area on the Fourth Floor of ECS Building |
| Agenda  | * The Project Description for Phase II
 |
| Participants  | Everyone |
| Summary  | * Briefly looked over and discussed the project description as a whole and formulated some questions to ask the Professor during class.
* Defined what security means
 |
| Important Decisions  | * Further discuss the Project Description during this Thursday's meeting choose which features from Microsoft Outlook to include in our project.
 |

*Meeting# 18 [Further Discuss Project Description]*

|  |  |
| --- | --- |
| Date and Time  | Tuesday, October 29, 2009 [10:00 to 11:25] |
| Location  | Break Area on the Fourth Floor of ECS Building |
| Agenda  | * The Project Description for Phase II more in depth
 |
| Participants  | Everyone except Aditya |
| Summary  | * Concluded which documents need to be compiled/created/updated for Phase II Interim, which are SRS, Project Plan, Visions, and Final Document
* Decided which deliverables to work on first and who will work on them.
 |
| Important Decisions  | * Divided the team into two sub-teams to work on the Process Specification and Issues delieverables.
* Sub-team One (Process Specification): Sean, Bryan, Jassem, and Muhammad
* Sub-team Two (Issues): Preeti, Vinay, Ajay, Jeevan, Aditya, Meghana,
 |

 *Meeting# 19 [Further Discuss Project Description]*

|  |  |
| --- | --- |
| Date and Time  | Tuesday, October 29, 2009 [10:15 to 11:25] |
| Location  | Break Area on the Fourth Floor of ECS Building |
| Agenda  | * Review the work for the Process Specification and Issues.
 |
| Participants  | Everyone except Preeti & Ajay |
| Summary  | * Review the progress of the Process Specification and revised SRS document.
* Some additional changes need to be to SRS traceability diagrams.
* The Process Specification document requires more time to complete.
 |
| Important Decisions  | * Have the Process Specification, SRS, and Project Plan revised/finished by Thursday
 |

*Meeting# 20 [Reviewing Progress of Process Specification & Issues]*

|  |  |
| --- | --- |
| Date and Time  | Tuesday, November 3, 2009 [10:15 to 11:25] |
| Location  | Break Area on the Fourth Floor of ECS Building |
| Agenda  | * Review the work for the Process Specification and Issues.
 |
| Participants  | Everyone except Preeti & Ajay |
| Summary  | * Review the progress of the Process Specification and revised SRS document.
* Some additional changes need to be to SRS traceability diagrams.
* The Process Specification document requires more time to complete.
 |
| Important Decisions  | * Have the Process Specification, SRS, and Project Plan revised/finished by Thursday
 |

 *Meeting# 21 [Reviewing Document Diagrams]*

|  |  |
| --- | --- |
| Date and Time  | Thursday, November 5, 2009 [10:15 to 11:25] |
| Location  | Break Area on the Fourth Floor of ECS Building |
| Agenda  | * The diagrams
* Any other work a team member has finished.
* What other deliverables that need to be complete
 |
| Participants  | Everyone except Preeti |
| Summary  | * Looked over the UC and Class Diagram.
* Also reviewed the NFR diagrams.
 |
| Important Decisions  | * Jassem will create an outline for the Interim report and divide the sections among the team members that are available to work.
 |

 *Meeting# 21 [Reviewing Document Diagrams]*

|  |  |
| --- | --- |
| Date and Time  | Thursday, November 10, 2009 [10:15 to 11:20] |
| Location  | Break Area on the Fourth Floor of ECS Building |
| Agenda  | * Wrap up for Thursday's delivery.
* Split up the printing jobs for our documents.
 |
| Participants  | Everyone |
| Summary  | * Looked over the IDEF0 and UC Diagram
* Looked over the Schedule Meeting Mock-Up page to determine the order for the sequence diagram.
* Divided up the print jobs.
 |
| Important Decisions  | * Jeevan will print out the SRS Document
* Jassem will print out the Project Plan and Process Specification Document.
* Bryan will compile and print out the Interim Final Report
* Vinay will print out the Vision Document.
 |

# Glossary

**A**

Active Participant: Participants who along with exclusion and preference sets can also specify special equipment requirements

**E**

Elicitation: An activity in Requirements Engineering Process to collect requirements from customer/user for formulating initial understanding

Evolutionary Spiral Model: Requirements Engineering Model based on iterations of Requirements Elicitation, Requirements Analysis & Negotiation, Requirements Specification and Requirements Validation

Exclusion Set: Set of meeting date and time tuples on which potential attendees cannot attend meeting

**I**

Important Participant: Potential attendee who along with exclusion and preference sets can specify preferred meeting locations

**M**

Meeting Initiator: Person who initiates and controls a meeting scheduling process

**O**

Organogram: Hierarchy of roles in an organization

**P**

Preference Set: Set of desirable meeting date and time tuples as specified by potential attendees

**R**

Regular Participant: A potential meeting attendee who can specify exclusion and preference sets

Requirements Analysis: An initial analysis performed to clearly define a problem related to requirements and to specify the nature of the proposed solution

Requirements Engineering: The task of capturing, structuring, and accurately representing the user's requirements so that they can be correctly embodied in systems which meet those requirements

Risk Management: A Method or technique to identify the future risks associated with a project along with their preventions and remedies

Ross: Proposed Why, What and How Model of Requirements Engineering

**S**

Software Project Management Plan: A document for management purposes that gives the basics of a project in terms of its objectives, justification, and how the objectives are to be achieved. This document is used as a record of decisions and a means of communication among stakeholders

Specification: Validation: An activity in Requirements Engineering Process that produces a model or description to represent requirements

Stakeholder: Any individual or organization who has some interest in the project

Systems Engineering: An activity in Software Development Lifecycle that includes project planning and management

**V**

Validation: An activity in Requirements Engineering Process that validates requirements engineering model