

## Team Leads Meeting

**When: 10/23/09, 5:00 – 6:00 pm**

Where: Rm 265

Who: Team Leads & Studio Manager (Nina Patel)

Facilitator/Scribe – Nina Patel

### Agenda

- Introduction
- Announcements (20 minutes)
  - Org Chart
  - EOSP, FPP Draft Schedule
  - Cave Cleaning Schedule Revisit!
- Problems / Discussion (40 minutes)

Team/Lead	Status	Problems / Minutes	Questions / Minutes	Present?
Guardians / Nithya Janarthanan	We are done with the architecture of our project.	None	None	Yes
VdashNeg / Berin Babcock-McConnell	Compiled rough draft of technical note and sent it to our client.	Reflection paper progress?	特にありません。	Yes
Staar Gazers / Joe Black	We got the Autocoder! We've also met with one of our stakeholders in person and communicated with other new ones via email and phone conference. I believe we're learning a lot more about our project's context now.	None.	How do we access our team funds? How much do we have? How have past teams used this?	Yes
Sandcastle / Jaffer Haider	Team is primarily working on the reflection paper for this cycle. Team	None	None	Yes

MSE Team Lead Meeting 2009-10-26

	reviewed draft of poster for poster session			
Yala / Lyle C Holsinger	Developed semester and long term project plans. Drafted SOW and sent to client for comment. Formalized several requirements into use cases.	None	None	Yes
Faceo5 / Mai Nakayama	Instantiated the process. (OUP). Created WBS for this semester. Estimated budget for each of the WBS item. Start tracking effort. Start working for Z spec. Start working for technology evaluation checklist.	When we estimated budget for the WBS items, we found out over-budget.	We did presentation in today's bootcamp about planning, and found out that we need to re-consider what the goals of this semester and inception phase are. We are kind of confused by terminology; "goal", "objective", "activity", "deliverable", "focus area", "task", etc...	Yes
Jazz Rockers / Abhishek Minde	1) Individual papers 2) Delivered deployable server and client components along with the documentation. The client is going to test it in the real environment at Germany.	None	None	No
Cerberus / Sanjeev Vellore Ramani	We have handed over the SAD to client.	Scheduling of team hours was difficult compared to summer due to other courses	I would like to know some of the options that other teams have explored in MySQL for improving security.	Yes
Protech+ / Pablo Bianco?	All Good	None	None	Yes
Imhotep / Mohit Bhone	Travel	None	None	On Travel
Square Root / Yi-Ru (Loomi) Liao	Travel	None	None	On Travel
iGreen? / Vikram Subramanian	None	None	None	Yes

## MSE Team Lead Meeting 2009-10-26

- Action Items
  - Ask Ellen about Team Funds - Nina
  - Send out timesheet link on dogbert - Nina
  - GSA handover? (Abhinav and Pablo get back to Nina on this)
  - Find out about part time student and EOSP participation - Nina
  - Email and coordinate EOSP schedule - Nina
  - Wireless Issue (long term resolution?) - Nina