2012-05-04 DfR Planning Meeting

This is an planning extension as we move to a more technical Monday meeting.

Regular Attendees

- Andrew
- Bill
- Chris
- Dan ⭐
- Jonathan
- Danny

General

- Call In To: Free Conference Call HD - DuraCloud Line
  Please note that we will be using the Free Conference Call HD line for this call. Information about calling into this line is available from the link above.
- ⭐ - Indicates who will be taking minutes

Discussion Topic

Planning Board
Task Board
DfR Planning and Estimating - 0.1
DfR Planning and Estimating - 0.2

Topic	Discussion Leader
Iteration 2 Planning - Key Tasks	Dan
DGI Iteration 2	Dan, Andrew, Jonathan
Synch Tool Requirements	Danny
Danny on Leave	Jonathan
Subsequent Iteration Planning	Dan

Actions from last meeting

Last meeting

<u>Related Information</u>
DfR Software Next Steps - Jan 2012
2012-01-03 - Architecture Meeting, Temple University

Issues

- Jonathan
- Andrew
- Bill
- Chris
- Dan
- Danny

Minutes

How we are tracking tasks

1. The team will revert to a process closer to that found in DuraCloud
   a. At beginning of iteration, technical tasks are defined
   b. An in-person meeting is held for this
      - No in-person meeting this iteration
      - Need complete list of tasks for this iteration
   c. However, would like to have a discussion of iteration "stories" first
   d. Phone call meetings should be tracking tasks
   e. Need more focus on tech discussions

       f. Will likely split meetings into two parts (tech and management)

       g. Agile tool in jira is a bit too heavy-weight

Time allocation

1. Chris
   - 1 day Fedora
   - 3 days on DfR
2. Bill
   - 1 day DfR
   - The rest on DuraCloud
3. Andrew
   - 50/50 split between DuraCloud/DfR
4. Peter will be engaged
5. Danny will be out for most of this iteration
6. Dan will be available 50%