1. Reviewed agenda [4:24pm]
   a. Moved progress of testing group item up so Ian could leave at 4:50pm.
   b. Ian will run the next meeting
   c. Stu volunteered to take minutes.
      i. Hertz will “find” last week’s minutes

2. Progress of testing group
   a. Once the finalized problem list is published the testing team will be able to update the test files
      i. This should be done by the end of 8th week
   b. Goals of a preliminary test plan and (some) test case reports were set for 2 weeks from today and 1 week later respectively.
   c. The team would like a script that will run tests on the original macros done by the end of the week

3. Discussion of Programming Problems and ToDo list
   a. Mike brought up three major points drawn from the original client report
      i. Checksums don’t work -> possibly error with pathnames
      ii. Toolbars don’t work after printing
      iii. ELE macro doesn’t work -> replace fields with drop-down boxes
   b. Mike suggested that the look-up table question that Jeremy and Stu had (Name = “look-up spreadsheet” on ToDo list) was limited to Gary Adler’s machine and that the issue should be verified at a later date in time but not included in the initial programming phase.
   c. The problems on the ToDo list were selected and distributed to people based upon rank and difficulty
      i. Stu will look at the Checksum Macro (possible filepath solution)
      ii. Jeremy will look at the Smarticon issues (2)
      iii. Zach (with Mike’s guidance) will look at the data values problem (possible reordering of Macro script)
      iv. Mike and Josh will look at the ELE Macro, specifically concentrating on generating drop-down boxes which hopefully will solve that problem and could be used in other macros. They plan to code up a drop-down box by Thurs (04.17.03).
   d. Each person (or team) is to report back to Josh before break with their progress on their assigned problem (done, need more people, etc).

4. Action Items Summarized
   a. Ian: prepare next meeting (04.28.03), work on script to test original macros (due before break)
   b. Stu: write minutes, Checksum macro progress before break, update ToDo list
   c. Josh: “find” last week’s minutes, help Mike with drop-down box creation and ELE macro (before break)
   d. Jeremy: Smarticon problem progress before break
   e. Zach: Data values problem progress before break (ask Mike for help)
   f. Jeff: Assist Ian with anything he needs, talk to Mark about alternate testing strategies

5. Adjourn [5:17pm]