

Minutes for project meeting at 3:50pm on 1/6/03

Attendance: All were present except for Brett

1. Reviewed agenda and no alterations were made.
2. Discussed the current state of the project
 - We are still waiting on the client to deliver the software to work on
 - Josh will get in contact with them again to see what the delays are and perhaps assist if possible
3. What to do next
 - Ian will begin preliminary work on test cases, an algorithm that will feed multiple values into the program and save the output to a file. The file can then be compared against the same algorithm run on the old code
 - Mike will begin the requirement analysis based upon our first client meeting
 - It was mentioned that Brett had access to a Lotus script evolution table which showed the equivalents to certain macros, it would be handy if that were group knowledge
4. The next meeting is planned for next week Monday at 3:50, in the meantime members should work on the above tasks and continue to familiarize themselves with Lotus.