

CS414 Software Engineering Group 8
Union Hospital Linear Accelerator Project
December 9, 2002
(3:50pm in O259)

Members:

Present: Brett Dymond, Josh Hertz, Jeremy Jarvis, Jeff Kelly, Steve Montgomery, Ian Price, Mike Tryczak

Others Present:

Dr. Mark Ardis

Proceedings:

· *Meeting called to order* at 3:50pm. by Mark Ardis

· *Review of Agenda:*

- Josh Hertz offered to take meeting minutes.
- Ian Price offered to keep time.

· *Introductions:*

- Each team member introduced himself and told the group when they were available to meet.
- Josh Hertz will compile a table of the groups common free time.

· *Time and Place for Next meeting:*

- It was decided that the team will meet weekly in O259 at 3:50 with Mark Ardis.
- On Thursday, December 12, 2002 the team will go to Union Hospital to meet with Dawn Noonam. We will meet in O259 at 4:15pm and then drive to Union Hospital.
- Mark Ardis, Josh Hertz, and Ian Price offered to drive.

· *Description of Project:*

- The client (Union Hospital) needs software written to verify calculations made for their linear accelerator (used for radiation therapy when treating cancer). The software currently used is a macro written for an old version of Lotus 123, it will not run in new versions of 123.

· *Discussion of Project Process:*

- Mark Ardis suggested the following schedule of deliverables:
 - 12/16 Client Meeting Summary
 - 12/16 Project Web Page (initial version)
 - 12/20 Project Plan (initial version)
 - 12/20 Configuration Management Plan
 - 1/13 User Interface Prototype
 - 1/20 Project Plan (revised version)
 - 1/20 Use Cases
 - 1/27 Requirements Specification

- 2/3 Test Plan
- 2/3 Design Document
- 2/10 Presentation
- Detailed descriptions of each deliverable are on page two of the document Mark Ardis distributed at the meeting.

· *Project Roles Discussion:*

- Mark Ardis described the different positions on the team that need to be filled. These roles are listed below:

- Project Manager
- Configuration Manager
- Requirements Analyst
- Designer
- Implementer (Programmer)
- User Documentation Specialist
- Tester

- Detailed descriptions of each position can be found on page three of the document that Mark Ardis distributed.

- Josh Hertz was named team leader, the other jobs will be decided later.

· *Review of Action Items:*

- Josh Hertz will arrange the first meeting with the client.
- The next meeting will be on Thursday, December 12. We will meet in O259 at 4:15 and then drive to Union Hospital.
- The team will also meet every Monday at 3:50 in O259.
- Josh Hertz will lead the next meeting.

- Meeting adjourned at 4:15 p.m.
- Minutes submitted by Joshua Hertz