

Launch Meeting (9/16/2010)

On Wednesday, September 16, 2009 a meeting was held at the conference room of the office of the DigitalHomeOwner Division of the HomeOwner Inc to launch the DigitalHome (DH) Prototype project.

In attendance were the Director of the DigitalHomeOwner Division, Jorge Ortiz, Mr. Ortiz's Admin Assistant, Stella Washington, the DH development team leader, Sumeera Nangia, and the other team members: Michel Jackson, Li Shen, Georgia Magee, and Massood Zewail.

Each member of the team had been given copies of the *DH Customer Need Statement* and the *DH High Level Requirements Definition* (HLRD); they were asked to study the documents and be prepared to discuss them at the meeting. The Need Statement and HLRD had been prepared as part of a DH needs assessment by the Marketing Division of HomeOwner Inc.

The following are the minutes for the meeting, as recorded by Stella.

Title: DH Project Launch **Location:** DHOwner Conference Room
Meeting Date: 9/16/2010 **Time From:** 9:00 am **To:** 7:35 pm

Attendees: Jorge Ortiz (1st hour only), Stella Washington, Sumeera Nangia, Michel Jackson, Li Shen, Georgia Magee, and Massood Zewail.

item	Discussion	Result/Action Item
1	<ul style="list-style-type: none"> • Ortiz reviewed a Pre-Planning document (attached), which covered following: <ul style="list-style-type: none"> ➤ background of DH project. ➤ high-level goals for the project. ➤ project infrastructure, budgeting, and schedule parameters and constraints. • Ortiz reviewed the Launch Process (attached). 	none
2	<ul style="list-style-type: none"> • Nangia lead a discussion of the needs assessment document (Need Statement and HLRD) • Ortiz answered several general questions, but suggested detailed questions should wait for requirements elicitation. • Jackson requested a meeting with the Marketing Division to discuss the HLRD. 	<ul style="list-style-type: none"> • Ortiz will try to set up a meeting between the DH Team and representatives from the Marketing Division.
3	<ul style="list-style-type: none"> • Nangia presented a draft development process to be used for the DH project. • After discussion and debate the team made changes to Nangia's process and formally adopted the process to be used for DH development. • It was agreed that more detailed processes should be developed for each phase of DH development. 	<ul style="list-style-type: none"> • DH Development Process Script (attached). • Nangia will lead development of processes (scripts, forms and templates, standards, checklists, etc.) for the following phases: <ul style="list-style-type: none"> ➤ Planning ➤ Requirements ➤ Design ➤ Construction ➤ Testing
	<ul style="list-style-type: none"> • Nangia led discussion of team roles and 	<ul style="list-style-type: none"> • The team decided on the following

	who should fill them.	roles and their assignment: <ul style="list-style-type: none"> ➤ Team Leader: Nangia ➤ Requirements Leader: Jackson ➤ Design Leader: Shen ➤ Quality Leader: Magee ➤ Support Leader: Zewail ➤ Construction Engineers: all team members
4	<ul style="list-style-type: none"> • Nangia led discussion of the goals for the project. • Each team member worked independently to determine their personal goals. 	<ul style="list-style-type: none"> • Team Goals Statement (attached) • Individual Team Member Goal Statements (attached)
5	<ul style="list-style-type: none"> • Jackson led the team in the development of a DH Conceptual design. 	<ul style="list-style-type: none"> • DH Context Diagram (attached) • DH Conceptual Architecture (attached)
6	<ul style="list-style-type: none"> • Nangia led the team in the determination of development strategy. 	<ul style="list-style-type: none"> • DH Development Strategy (attached)
7	<ul style="list-style-type: none"> • Nangia led the team in the assessment of the launch activities 	<ul style="list-style-type: none"> • The team felt they had accomplished a lot in the all day meeting and were off to a good start. • The only concern expressed was about whether they understood enough about the project to carry out an effective conceptual design and how useful the results would be.