

Meeting begins 2013-03-26, 2:04 PM

Meeting Chair: Yui

Present: All

Late (w/ Apologies): Alex

- The marking criteria were not uploaded over the weekend.
  - Despite what was said in the tutorial.
  - We all find this very unprofessional.
  
- Doing the Case Study?
  - Do at the meeting next week (during the study break)
  - Discuss via email first.
  
- Alex arrives.
  
- Prior action items.
  - Frames: Create Google Docs/Google Drive and email to everyone
    - Done
  - David: Create email alias
    - Done, but no-one cares.
  - Frames: Write summary for 'Concept'
    - No project charter. But have found a whole heap of interesting things. Instead a lot of early plans.
    - More likely a 'Sacred Cow'.
    - Minutes of approval meeting.
    - Risk analyses not done.
    - Lots to write about RE: recommendations.
  - Quan + Enura: Write summary for 'Planning'
    - Pretty much done. Some WBSes.
    - A really crappy copy of a GANTT chart, that no-one can read.
    - Made up the schedule after it was being built.
    - Long delay where they negotiated with the contractor.
    - The planning and execution phases were a bit muddled.
    - Lots of early plans, which they didn't follow.
  - Alex + David: Write summary for 'Execution'
    - Mostly about computer software developed to handle progress tracking.
    - Change to this EVM system in 2002
    - Scheduling changed during the project.
    - Progress reports
    - Costings and scheduling was separate.
    - Resource issues?
    - Need some more work on this summary.
  - Kamal + Yui: Write summary for 'Finalization'
    - Going well.
    - Audits (internal + external)
    - Mostly only go up to 2003
    - The LHC's system needs password
    - Computing project (separate)
    - SLHC upgrade being planned.
  
- Risk of destroying the universe:
  - Something we all get to do.
  
- Three are three sections:
  - What exactly do they mean?
  - What did they do (and what PM techniques did they use)?

- Why did they do it (why are these PM techniques good)?
- What do we recommend?
- We should write section A (and bits of B) today?
- Google annotate for references.
  
- Has anyone found PERT/GANTT charts?
- Frames maybe wrote one?
  
- Next meeting: 2:00 PM next week (study week)?
- Try to have ~1/2 section A done (by wordcount) ~700 Words
- Will work together in the library around this time.
- Try to arrive 9:30/10:00 AM to work together.

Action items for next week:

- Frames will book a study room.
- And email everyone.
- Before next week's meeting.
- Everyone to begin work on Section A and finish off summaries.
- For 9:30 AM Tuesday.

Meeting closed 2:40 PM