**MET CS 673 Software Engineering**

**Team 2 Meeting Minutes**

# Week 2 (9/12 - 9/19)

## Meeting 1: Thursday, 9/12

**Date and Time:** 9/12 8:20 PM

**Place**: PSY B33

**Participants:** Laura, Joe, Bevem, Xi, Hang, Mikhail (Misha)

**Minutes Taker:** Laura

**Timekeeper:** Joe

**Purpose:** Kickoff Meeting

**Agenda:**

* Introductions
* Agree on lead roles
* Agree on a communication plan
  + Meeting time(s)
* Decide/share project vision
* Decide if project will be web- or mobile-based
* Delegate work to be completed by Iteration 0
  + Iteration 0 is due next class (9/19)
  + SPPP
  + Project presentation
  + Risk and risk retirement plan (optional)

**Discussion:**

* Agree on roles
  + Security Leader - Misha
  + Team Leader - Laura
  + QA - Xi
  + Requirements - Hang
  + Backup Team Leader - Hang
  + Bevem - Configuration
  + Joe - Design and Implementation
* Where does everybody live?
  + We all live in Boston
* We’ll plan meet after class on Thursday evening
* Second meeting time
  + We all prefer to meet sometime on the weekends
  + We prefer to meet on Zoom
* Everyone agreed they can put in at least 10 hours/week
* High-level vision of the communication tool
  + Communication tool should be able to send messages in **real-time**
    - 1:1
  + Additional features
    - Group
    - Video calls
    - Attachments
    - Emojis
* Should communication tool be web-based or mobile?

**Key Decisions:**

* We will meet at least once/week after class (Thursday)
* We will share/communicate ideas about the project vision in a Google Doc (see below for link)
* Next meeting we will decide on
  + Project vision
  + Implementation stack
  + Project name next meeting

**Action Items:**

* Hang, Misha, Xi, Bevem, Laura, Joe - Share project ideas by Saturday 9 PM in Google Doc
  + Languages
  + Implementation stack
  + Database
  + Web- or mobile-based
  + <https://drive.google.com/open?id=1UgmNAtENNnt7Z4ptNeR2pAoSEKcQkYbufF1QngaudSE>
* Laura - send out survey to setup a second meeting time
* Hang, Misha, Xi, Bevem, Laura, Joe - Setup slack and check at least once/day
* SPPP
  + Overview - Misha
  + Related Work - Misha
  + High Level Requirements - Hang
  + Management - Laura
  + QA - Xi
  + Configuration Plan - Bevem
    - Code standards
* Joe - Presentation for Iteration 0
  + This may include an implementation stack block diagram
  + Past project presentation example
    - <https://github.com/CS673S15-Group1/Final_Project/tree/master/Team_Documentation/Team_2>
* Bevem - Upload presentation and SPPP to GitHub
  + Before 9/19 6 PM
* Xi, Bevem, Misha - Complete lab 1

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## Meeting 2: Sunday, 9/15

**Date and Time:** Sunday 9/15, 6 - 7 PM

**Place**: Zoom

**Participants:** Misha, Joe, Laura, Xi  
**Minutes Taker:** Laura  
**Timekeeper:** Joe  
**Purpose:** Decide on project vision, project name, whether project will web or mobile, implementation stack; discuss setting up development environment, general roles, and items due by 9/19  
**Agenda:**

* Decide product vision (5 min)
  + Discuss <https://docs.google.com/document/d/1UgmNAtENNnt7Z4ptNeR2pAoSEKcQkYbufF1QngaudSE/edit>
  + Social or business communication app
* Poll everybody’s experience (and interest) with developing web- and mobile-app (5 min)
  + Who has developed a mobile app
  + Who has developed a web app
* Decide whether project will be web- or mobile-based (5 min)
  + We can choose to implement both but emphasis at the minimum requirement will be one
* Decide project name (5 min)
* Discuss everybody’s experience with stack and associated technologies (frameworks) (5 min)
  + Front-end
  + Back-end
  + Database
  + Server
* Decide on implementation stack based on everybody’s experience and project vision (15 min)
  + Cross-platform
  + Front-end - JavaScript framework or no framework (Angular, React, etc.)
  + Back-end - Node.JS, Java, Python (Django, Flask), etc.
  + Database - Relational database or object
    - SQL/MySQL or NoSQL (MongoDB) etc.
  + Server - Apache, AWS, etc.
* Decide which people will setup development environment (5 min)
  + Does anyone have experience with this?
  + This needs to be done by 9/19
  + Docker
  + Action items
    - For example, server may need registering, license, etc.
* Discuss implementation roles - who wants to work on what? This should be based on experience (5 min)
  + Front-end
  + Back-end
  + Database
  + Server

**Discussion:**

* Web- or mobile-based
  + Joe has experience with mobile and web
  + Misha has experience with mobile app
  + Xi has no experience with web or mobile
    - A little experience back back-end
  + Laura no experience with web or mobile
  + We will do web app
* Stack
  + Front-end: Django
  + Back-end: Python (Flask)
  + Server/Database: AWS (NoSQL) or Google Cloud
* Experience
  + Front-end: Joe (HTML/CSS, Javascript)
  + Back-end: Xi, Misha (C#, Python, C++)
  + Server: Misha (AWS, Google Cloud), Joe (Google Cloud)
  + Database: Joe, Misha, Laura, Xi
* Preferences for work
  + Front-end: Joe, Hang (Laura)
  + Back-end: Xi, Misha
  + Server: Laura, Misha
  + Database: Misha, Joe, Laura
* Set up development environment
  + Docker
  + Misha and Joe has experience with Docker
  + AWS development environment?

**Key Decisions:**

* Application will be web
* Project will be Slack-like
* Project name will be “Work Talk” (please suggest something better)

**Action Items:**

* Joe - Research Docker other environments for development
  + Complete by 9/19
* Laura - Setup powerpoint and assign topics/slides for each person to fill out
  + Complete by 9/18
* Misha - Setup the server account to host the database
  + Google Cloud and AWS and compare
  + Complete by 9/19
* Laura - Explore database, server
  + Complete by 9/19
* Misha, Beven, Xi - Complete Lab 1
  + Complete by 9/18 to allow time to merge into master
* Hang, Misha, Xi, Laura, Beven - SPPP due on 9/19
  + Complete 9/18 PM to allow time to review and sign the document
* Hang, Misha, Xi, Laura, Beven, Joe - Presentation due on 9/19; please work on your assigned slide
  + <https://drive.google.com/open?id=1J-_scBEfjsED0FAQGeyIe8hdXmp_k6HddoJn6Sy1KoU>
* Beven - Upload SPPP, meeting minutes, weekly report, and presentation to GitHub
  + Complete by 9/19 6 PM
* Hang, Misha, Xi, Laura, Beven, Joe - Complete weekly progress report
  + <https://drive.google.com/open?id=16ObhbLziAtDBb7Yw49vdBm_ttoOFgfBw> - everyone
  + Complete by 9/19 6 PM
* Future actions
  + Discuss database schema/ERDs
* Xi - Research Flask (Python)
  + Complete by 9/19

# Week 3 (9/19 - 9/26)

## Meeting 1: Thursday, 9/19

**Date and Time:** 9/19 8:20 PM

**Place**: PSY B33

**Participants:**   
**Minutes Taker:**   
**Timekeeper:**   
**Purpose:**   
**Agenda:**

* Review deliverables for iteration 1 (due 10/3)
  + Lab 2, update SPPP, create SDD, create SDT, design/write code, test code, peer-review code
* Review risk workbook together and populate
* Self and peer reviews
* Who wants to work on what?
  + Back-end, database, server, front-end

**Key Decisions:**

**Action Items:**

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# Week 3 (9/20 - 10/27)

**Date and Time:**

**Place**:

**Participants:**   
**Minutes Taker:**   
**Timekeeper:**   
**Purpose:**   
**Agenda:**

**Key Decisions:**

**Action Items:**