**MET CS 673 Software Engineering**

**Team 2 Meeting Minutes**

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# 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: Saturday, 9/21

**Date and Time:** 9/19 8:00 PM

**Place**: Zoom

**Participants:** Laura, Joe, Misha, Xi   
**Minutes Taker:** Laura  
**Timekeeper:** -  
**Purpose:** Agree on implementation stack to enable team members to set up environments  
**Agenda:**

* Decide on implementation stack
* Who will work on what

**Key Decisions:**

* Implementation stack
  + Front-end - Django
  + Back-end - Django
  + Server - AWS (Joe and Laura have setup Beanstalk)
  + Database - MongoDB
  + Django channels is a library we can use
    - <https://channels.readthedocs.io/en/latest/>
  + Misha will be out 9/25 and 9/26
  + Jenkins for continuous testing
  + Everyone will use **Python 3.7.4** and Django 2.X
  + Front-end - Joe, Hang, Laura
  + Back-end - Misha, Xi, Beven

**Action Items:**

* Laura, Hang, Xi, Beven, Joe, Misha - watch Djang channels tutorial by 9/26
  + <https://www.youtube.com/watch?v=Wv5jlmJs2sU>
* Laura, Hang, Xi, Beven, Joe, Misha - install and setup Docker according to Joe’s instructions by 9/26
  + On GitHub there is a new branch called feature\_docker
  + This has all the docker configs needed to create a docker image and run Django on port 8000. After some research I have some ideas of how we can set up our personal environments, development and production
  + fairly straightforward to run. Sync git -> go to branch.
  + In terminal go to directory ~./cs673-project-team-2
  + run: docker-compose up
  + In your favorite browser: go to localhost:8000
  + You will the see the landing page for a django project
* Joe - Look into testing (Jenkins) by 9/26
* Hang, Xi, Beven, Misha - sign up for Amazon AWS account by 9/26
* Laura - Setup AWS Beanstalk, create MongoDB, and give access to everyone (keys, DIM) by 9/23
* Laura, Hang, Xi, Beven, Joe, Misha
  + Read about Django channels by 9/26
    - <https://channels.readthedocs.io/en/latest/>
* Hang/Joe - create basic webpage for front-end (eventually) by 10/3

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# Week 3 (9/26 - 10/3)

## Meeting 1: Thursday, 9/26

**Date and Time:** 9/26 8:20 PM

**Place**: Zoom

**Participants:** Laura, Hang, Xi, and Beven  
**Minutes Taker:** Laura  
**Timekeeper:**   
**Purpose:** Align on deliverables for 10/3  
**Agenda:**

* Review tasks/deliverables for iteration 1 (due 10/3) (10 min)
  + Lab 2
  + Update SPPP
  + Draft SDD
    - Architecture, subsystem decomposition, design patterns, etc.
  + Design, implement, and test **code**
    - Identify design goals and **choose the proper architecture**
    - Identify object/classes and their attributes/operations
    - Apply design patterns to enhance re-usability
    - Refactor code on a regular basis
    - **Apply coding standards (PEP 8)**
    - Document source code
    - Test in parallel with implementation
      * Unit testing, integration testing, system testing, and acceptance testing
    - Each iteration should result in working software that passed all tests
  + Talk about risk workbook; review in one week
  + Code review
* Assign tasks for iteration 1
  + <https://drive.google.com/open?id=1bo36eCNronANsmMjOBH0OvaEL6lEQ8_MVQut9Pt181U>
* Discuss implementation

**Key Decisions:**

* Beven, Hang, and Xi will work on front-end
* Laura, Misha, Joe will work on back-end

**Action Items:**

* Laura, Hang, Xi, Beven, Joe, Misha - complete by 9/26
  + Setup Docker and Python virtualenv per Joe’s instructions
  + Lab 2 - create three stories
  + Following tutorials, create basic code for web application
  + Add one or two items to risk workbook
    - <https://drive.google.com/open?id=1bgHYM1J90S2KFs9JUTcfvGssDELZVmCxkcm-wyO5XY8>
* Laura, Joe - SDD
* Laura - Update team.md
* Team - Add tags to GitHub
* Team - Add items to GitHub issues
* Laura - Schedule code review
* Hang, Xi, Beven - follow these Django tutorials and understand the skeleton of website - complete by 10/3
  + Start with this one
    - <https://channels.readthedocs.io/en/latest/tutorial/part_1.html> (parts 1 - 3)
  + Then
    - <https://www.youtube.com/watch?v=UmljXZIypDc> (videos 1 - 6)

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# Week 4 (10/3 - 10/10)

## Meeting 1: Thursday, 10/3

**Date and Time:** 10/3 8:45 PM

**Place**: PSY B33

**Participants:** Hang, Xi, Laura, Misha, Beven  
**Minutes Taker:** Joe  
**Timekeeper:** Laura  
**Purpose:** Realign on next steps   
**Agenda:**

* Prioritize user stories/tasks for this iteration

**Key Decisions:**

**Action Items:**

* Joe will work on connecting the application to the server
  + Allow for data to be saved on a server
  + Retrieve Data from Server
* Misha - Create new media table to store media files (pictures)
* Everyone create unit tests
* Misha - create mock up (Balsamiq) and send them to hang so he can design the UI for the web application
* Misha - update profile page to upload a photo
* Everyone will create use stories for their task
* Laura
  + Exploring unique identity for user to address the bug where user USN appear with both sent and received message
  + Implement Django on AWS
  + Help Xi as needed
* Xi - add email field to user login

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# Week 5 (10/10 - 10/17)

## Meeting 1: Thursday, 10/10

**Date and Time:** 10/10 8:45 PM

**Place**: PSY B33

**Participants:** Laura, Hang, Misha, Joe, Beven, Xi  
**Minutes Taker:** Laura  
**Timekeeper:** Misha  
**Purpose:** Check in on progress; align for deliverables for Iteration 2  
**Agenda:**

* Review who did what this past week
* Please log bugs in GitHub issue tracker
* Please create user story in Pivotal Tracker for features you are working on
* Review what needs to be done for Iteration 2
  + STD - Draft
    - TESTING
  + Lab 3
  + SPPP - Update
  + SDD - Update
  + Risk management workbook - update
  + Pivotal Tracker - update

**Key Decisions:**



**Action Items:**

* Joe and Laura setup a code review for team
* Hang start integrating front-end into GitHub
  + Create branch off Development once this is ready (Joe and Laura)
* Joe will be working on PostGres
  + Retrieve messages from db and render on front-end
* Misha to work on updated avatar field in dd and updating profile page
* Lab 3
* SDD - Laura, Joe, Misha
* Beven - Selenium testing
* Xi - work on room user table

## Meeting 2: Sunday, 10/13

**Date and Time:** 10/13 5:00 PM

**Place**: Live Classroom

**Participants:** Laura, Xi, Hang, Beven, Misha, Joe  
**Minutes Taker:** -  
**Timekeeper:** -  
**Purpose:** Review application code  
**Agenda:**

* Review skeleton code with team (Joe and Laura)
* Review GitHub issue tracker
  + Add issues/bugs to GitHub issue tracker
* Review Pivotal Tracker
  + Add user stories you are working on to Pivotal Tracker
* Review Hang’s front-end concept and what will be needed to tie into backend
* Review deliverables for Thursday
  + Progress report - update
  + GitHub issue tracker - update
  + GitHub - update, pull request, and merge into master
    - Code review
  + Pivotal Tracker: user stories in progress or finished - update
    - Each user story should have acceptance tests and tasks specified
  + Software Test Document (STD) - start
  + SDD - finish
  + Presentation
  + Process metrics/process improvement (Laura)

**Key Decisions:**



**Action Items:**

* Get deliverables done by Thursday

# Week 7 (10/24 - 10/31)

## Meeting 1: Sunday, 10/27

**Date and Time:** 10/27 6:00 PM

**Place**: Live Classroom (Zoom)

**Participants:** Laura, Misha, Joe, Beven  
**Minutes Taker:** Laura  
**Timekeeper:** -  
**Purpose:** Check in on progress; align for deliverables for Iteration 3  
**Agenda:**

* Align on priorities moving forward
* Check in on progress

**Key Decisions:**

* We need to focus on front-end and testing (unit tests)
* We should not work on adding too many new features right now

**Action Items:**

* Everyone - Lab 4; when done, add unit test to STD
* Laura - work on bugs (re-route landing page and do not let people who aren’t logged in joni the workspace), update presentation, update Pivotal Tracker
* Misha - add avatar next to message, unit tests
* Joe - continue to work on direct message, help Xi as needed, add Selenium test to STD
* Xi - continue to work on friends list and write associated unit tests
* Hang - integrate front-end into Django project; add your tests to STD
* Beven - work with Hang on Bootstrap and front-end testing; add your tests to STD