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| TOOLS AND TECHNIQUES FOR SOFTWARE ENGINEERING |
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**Team F----Meeting Minutes**

Group: Team F

Edited by: Karl Samaha

Yi Shen

Dana Short

D.Richard Smith

Yiguo Sun

Update Data：2016-02-19

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1st Meeting Jan, 24, 2016

2nd Meeting Jan.26, 2016

3rd Meeting Jan.31, 2016

4th Meeting Feb.02, 2016

5th Meeting Feb.09, 2016

6th Meeting Feb.16, 2016

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| TOOLS AND TECHNIQUES FOR SOFTWARE ENGINEERING  Meeting Minutes for Team F | | | | | | |
| **Meeting Number:** | 1st | **Meeting Place:** | Website of Slack | | **Meeting Date:** | Jan.20, 2016 |
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| Members | Present: | Not Present: | **Facilitator:** | D.Richard  Smith | **Start Time:** |  |
| Karl  Samaha | Yes |  |
| Dana Short | Yes |  |
| D.Richard  Smith | Yes |  | **Recorder:** | Karl  Samaha | **End Time:** |  |
| Yi Shen | Yes |  |
| Yiguo Sun | Yes |  |
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| Purpose: | 1. Team F create Team space in Slack. Team members will use Slack to communicate each other, and post some suggestions for this project. 2. Introduce each other. 3. Brief discuss the project and individual interesting. | | | | | |
| Agenda (Structured List of Items): | 1 2nd meeting on Jan. 26, 2016  2 Initial sync-up and discussion of preferences for project | | | | | |
| Approval of Minutes: | 1. Slack for team communication   <https://gradcs.slack.com/messages/5541-team-f/files/>   1. GitHub for code and wiki hosting:   https://github.com/5541-f/eternity/wiki/Weekly-Minutes   1. Java as implementation language | | | | | |

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| TOOLS AND TECHNIQUES FOR SOFTWARE ENGINEERING  Meeting Minutes for Team F | | | | | | |
| Meeting Number: | 2nd | Meeting Place: | Hall Building Rm843 | | Meeting Date: | Jan.26,2016 |
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| Members | Present: | Not Present: | Facilitator: | Karl  Samaha | Start Time: | 20:25 |
| Karl  Samaha | Yes |  |
| Dana Short | Yes |  |
| D.Richard  Smith | Yes |  | Recorder: | Yiguo Sun | End Time: | 21:50 |
| Yi Shen | Yes |  |
| Yiguo Sun | Yes |  |
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| Purpose: | 1 Team member discussed tasks and analysis individual assignments.  2 Focus on the interview design.  3 Suppose some questions for interview.  4 Think about how select the pilot and interviewee  5 Make constant communication on Slack and Skype. | | | | | |
| Agenda (Structured List of Items): | 1 Discuss the interview question  2 Elect the team leader  3 Share the calculator opinion.  4 Little discuss functions of calculator.  5 Discuss questions, this Sunday night 9pm, meeting by skype | | | | | |
| Approval of Minutes: | 1 Select Dick as the 1st team leader.  2 Distribute the tasks about interview questions.  3 Team members will propose questions and upload on Github.  4 Next web meeting will on this Sunday, 9pm. | | | | | |

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| TOOLS AND TECHNIQUES FOR SOFTWARE ENGINEERING  Meeting Minutes for Team F | | | | | | |
| Meeting Number: | 3rd | Meeting Place: | Skype | | Meeting Date: | Jan,31 |
|  | | | | | | |
| Members | Present: | Not Present: | Facilitator: | Karl  Samaha | Start Time: | 9pm |
| Karl  Samaha | Yes |  |
| Dana Short |  | No |
| D.Richard  Smith | Yes |  | Recorder: | Yiguo Sun | End Time: | 10:40pm |
| Yi Shen | Yes |  |
| Yiguo Sun | Yes |  |
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| Purpose: | 1 Ask everyone download the proposed interview question.  2 Discussion about question.  3 Decide interview question based on the IEEE interview requirement. | | | | | |
| Agenda (Structured List of Items): | 1 Print 1st version of interview question on Feb.2, 2016  2 If get consensus, Karl will do first interview pilot during next weekend. | | | | | |
| Approval of Minutes: | 1 Some questions are decided and included in interview.  2 Before Feb.2, everybody will send final opinion if disagree primary one.  3 Select different persons as interviewee. | | | | | |

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| TOOLS AND TECHNIQUES FOR SOFTWARE ENGINEERING  Meeting Minutes for Team F | | | | | | |
| Meeting Number: | 4th | Meeting Place: | Hall Rm543 | | Meeting Date: | Feb.2 |
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| Members | Present: | Not Present: | Facilitator: | Yiguo | Start Time: | 20:30 |
| Karl  Samaha | Yes |  |
| Dana Short | Yes |  |
| D.Richard  Smith | Yes |  | Recorder: | Dana Short | End Time: | 21:45 |
| Yi Shen | Yes |  |
| Yiguo Sun | Yes |  |
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| Purpose: | 1 Decide the interview questions and print  2 Karl will finish one interview as a pilot tonight  3 Yiguo will finish two interviews before next meeting  4 Primary discuss algorithm of function in this project  5 Booking study room for next meeting, Feb.9, 2016 | | | | | |
| Agenda (Structured List of Items): | 1 Tonight : finish the pilot interview  2 Before next meeting: finish interview  3 Next meeting: discuss interview | | | | | |
| Approval of Minutes: | 1 Print Interview.  2 Assign interview tasks to members.  3 Prepare next meeting for discuss the interview results. | | | | | |

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| TOOLS AND TECHNIQUES FOR SOFTWARE ENGINEERING  Meeting Minutes for Team F | | | | | | |
| Meeting Number: | 5th | Meeting Place: | LB249-1 | | Meeting Date: | Feb.9,2016 |
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| Members | Present: | Not Present: | Facilitator: | D.Richard  Smith | Start Time: | 20:45 |
| Karl  Samaha | Yes |  |
| Dana Short | Yes |  |
| D.Richard  Smith | Yes |  | Recorder: | Yiguo Sun | End Time: | 23:10 |
| Yi Shen | Yes |  |
| Yiguo Sun | Yes |  |
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| Purpose: | 1 Analyze interview  2 Make user modeling  3 Make user case modeling  4 Collect interview results  5 Decide personal calculator function for design  6 Analyze pilot interview | | | | | |
| Agenda (Structured List of Items): | 1 Finish interview and decide the function design.  2 Assign the UM, UCM tasks.  3 Discuss the function for calculator based on interview results. | | | | | |
| Approval of Minutes: | 1 Decide the function design, and assign to individual task.  2 Prepare the codes, provide decision make.  3 Finish individual personas. | | | | | |

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| TOOLS AND TECHNIQUES FOR SOFTWARE ENGINEERING  Meeting Minutes for Team F | | | | | | |
| Meeting Number: | 6th | Meeting Place: | Hall 6 floor | | Meeting Date: | Feb.16,2016 |
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| Members | Present: | Not Present: | Facilitator: | D.Richard  Smith | Start Time: | 19:45 |
| Karl  Samaha | Yes |  |
| Dana Short | Yes |  |
| D.Richard  Smith | Yes |  | Recorder: | Yiguo Sun | End Time: | 20:10 |
| Yi Shen | Yes |  |
| Yiguo Sun | Yes |  |
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| Purpose: | 1 Brief discuss the mid-term test  2 Assign the tasks for the 1st assignment submission.  3 Risk analysis for individual code part.  4 Implement Functions  5 Implement Core UI (Prototype)  6 Implement Tests (Functions) | | | | | |
| Agenda (Structured List of Items): | 1 Before Feb.19, upload the file of Role and Responsibilities  2 Prepare documentary and send to Dick before Feb 22 | | | | | |
| Approval of Minutes: | 1 Finish the documentary before Feb 22.  2 Upload Codes and explain decision individually. | | | | | |