**Meeting Minutes (02/06-02/12)**

Group name:

The iTeam

When and Where

Date: Feb. 6th, 2012

Time: 5:00 – 5:50 PM

Room: CAS237

Role

Primary facilitator: Vladimir Velev

Timekeeper: Quan Pham

Minute Take: Johnathan Reimels

Attending: Vladimir Velev, Quan Pham, Laurene Assayah, Jonathan Reimels, Churk Leung, Vanya Dineva

Objective :

1. Decide on a project name.
2. Determine product differentiation.
3. Decide on conventions to be used throughout the semester.
4. Discuss project features.

Status:

Project launch

Discussion:

The team decided on the project’s name to be iBudget. Compared to existing similar services, such as Mint.com, iBudget will not require a secure connection to a financial institution as a way to attain the data. Instead, the user will upload bank statements, credit card statements, etc. into the form of a CSV file without needing to login to the financial institution. This feature will differentiate iBudget from other competitors. Also, the team decided on an online database model instead of a local database. MySQL is to be used.

A set of conventions was decided on: pending, in progress (% complete), and completed. Microsoft Project was chosen as a project management tool since one group member has experience in using the software.

Project brainstorming:

* Back-end setup
* Google visualization of graphs, charts, etc.
* Login/profile setup
* Upload data
* Customize data

Wrap up:

The core functionality of the service is established and the project and configuration management plans as well as the quality assurance plan are ready to be drafted.