

Meeting 4 Minutes

Location: Zoom

Date: February 9, 2023

Time: 9:00 pm

Attendees: Jong Hyung Ha, Atul Gupta, Ruksmita Ghoorahoo, Khavish Gangalaramsamy, Alexander Figueiras, Kiana Greek, Jiaqi Gu

Agenda

Important Notices

All formats are finished – follow these

Feb 12 end of day: all interviews conducted and uploaded.

Feb 16 by meeting start: Function definition, analysis of interviews, personas, use cases

Feb 19: Report components finished

D1 due Feb 24 – report

- Need to think about how to divide work for the report.

D2 due Feb 23 – presentation

Interviews – Completion

Discussion: 3 interviews are done, 4 still need to be done. It is a project requirement that each team member conducts 1 interview. Analysis of interviews need to be completed before personas can be completed. Will be analyzed over the weekend. John and Jiaqi will analyze interviews on Feb 12.

Action: All interviews complete by end of day Feb 11. Analyze interviews on Feb 12

Personas

Discussion: Will be based off results of interviews to give basis/credibility. Not required to have 7 personas. If interviews are similar, we can merge them into a common persona. If they are all unique then we will have 1 persona per 1 interview.

Action: Kiana, Alexander, Khavish will create personas after interviews are completed and analyzed. Feb 13-14

Use Cases

Discussion: Will be based off personas. UC must be common across the team.

Action: Atul and Ruksmita will create UC by the meeting time on Feb 16

Glossary

Discussion: not anything with dictionary def, multiple def – add to the glossary, add only useful things. Keep in mind glossary during analysis and discussion.

Action: add to glossary as needed

Presentation

Discussion: Website says person with the most votes will do the presentation. Slots are available on the website – ours is somewhere in 19:00-20:15. There are no bookable time slots on Moodle. We don't need to have everyone present something – too cluttered, disorganized, messy. Presentation slides with Beamer Latex package. We will address creating the slides once all components of project are completed.

Action: Will discuss and vote for who to present. Working on slides discussed after report is finished.

Report

Discussion: Done with Latex report package. We need to divide up the work of writing the report. Ruksmi will put together the written parts of the report together in Latex to submit. Its not fair to have her do the entire report – we need to break up the actual writing.

Action: Will assign work for writing the report on Feb 16.

Function Definition

Discussion: Atul provided a template for function definitions. It has quite a bit of additional information than just the definition. Try to follow the format of the template but the most important thing is the function definition. We will asses which parts of the whole template we can keep based on everyone's work.

Action: Create and submit function definitions by Feb 16.

Left to Do for D1

List: interviews, interview analysis, personas, use case, write content for report, edit content, format report, review final, prepare slides, chose presenter

Discussion: Timeline for left-to-dos established

For Next Time

Need to Dos

Complete interviews, analyze interviews, personas, use cases

Due Dates

Feb 12 end of day: all interviews conducted and uploaded.

Feb 16 by meeting start: Function definition, analysis of interviews, personas, use cases

Feb 19: Report components finished

Next Meetings

Feb 16th tut/lab

Feb 19

D1 Submission Requirements Due Feb 24

☒ Initial version of glossary

- ☒ Initial list of collaboration patterns adopted & followed.
- ☐ Definitions of functions
- ☒ Mapping of functions to Team members
- ☐ List of Interview questions & responses
- ☐ Analysis of interview responses
- ☐ Initial list of potential personas
- ☐ Initial set of use cases

D2 Submission Due Feb 23

Presentation slides

- How dev is organized
- a summary of the interview process
- approach for creating initial set of personas & use cases from interview responses.

For Iteration 2

Responsibilities

Maintain glossary

Asymmetric peer review of code

Peer evaluation at end of semester