Meeting 5 Minutes

Location: Discord
Date: February 16, 2023
Time:
Attendees: Jong Hyung Ha, Atul Gupta, Ruksmita Ghoorahoo, Khavish Gangalaramsamy, Alexander Figueiras, Kiana Greek, Jiaqi Gu

Agenda

Important Notices

Review function definition, analysis of interviews, personas, use cases & assign work for report
Feb 19: Report components finished
D1 due Feb 24 – report

D2 due Feb 23 – presentation

- Who will present & who will do slides

Function Definitions – Review & Refine Formatting

Discussion: All function definitions should be uploaded. Need a common place for the functions. Better to do a google doc for functions so we can include graphs. Need a common format for resources and references – latex might format references with bibtex. Few definitions missing. Tomorrow by noon all def needs to be done.

Action: Move functions over to google doc

Personas - Review

Discussion: All should be uploaded. Decided not to do pictures for personas. Team agrees – picture not important.

Action: finished

Use Cases - Review

Discussion: Should be uploaded. Descriptions are done but not diagrams.

Action: finish the diagrams by tomorrow at noon.

Glossary – Needs Work

Discussion: Add brief function def to glossary. Terms from UC to add. Take care for alphabetical order.

Action: Add function def

Report

Discussion: same teams for writing reports. Beamer package for report. Alex to check and post package. Better to import from a preexisting package. Put finished work into latex format.
Break up of Work:
Jong Hyung Ha, - glossary

Atul Gupta – def
Ruksmita Ghoorahoo, - UC
Khavish Gangalaramsamy, - initial mapping, collab patterns
Alexander Figueiras, - questions & answers
Kiana Greek, - meeting minutes, personas
Jiaqi Gu – analysis

Action: All assigned work to be completed by next meeting

<u>Presentation</u>
Discussion: presenter: john and no one else volunteered. Hard to do in 12 minutes. John will have a rough outline for flow. Rationales for process. I or 2 people to put slides together – not whole group.

Action: go over prep work and make all decisions on Sunday

<u>Left to Do for D1</u>
List: write content for report, edit content, format report, review final, prepare slides, chose presenter

For Next Time

<u>Need to Dos</u>
Write report components
<u>Due Dates</u>
Feb 19: Report

<u>Next Meetings</u>
Feb 19 – 1:30 pm, Report components finished, report reviewed, report finished Sunday.

<u>D1 Submission Requirements Due Feb 24</u>
☒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

<u>D2 Submission Due Feb 23</u>
Presentation slides
- How dev is organized
- a summary of the interview process
- approach for creating initial set of personas & use cases from interview responses.