

## Meeting 1 Minutes

Location: Zoom

Date: January 26, 2023

Time: 5:00 pm

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

Missing: Jiaqi Gu

## Agenda

1. Social media platform (eg. Whatsapp, messenger, moodle, etc.) - for easier communication

Discussion: everyone fine is for discord for group chat. Zoom or MS teams for virtual. Discord can be used for messaging and voice calls.

Actions: Discord for group chat and meetings. Created a server in discord for communications.

2. Lab session to attend - assuming not everyone may be enrolled in the same lab session

Discussion: people have labs on Thursday and wednesday. Thursday evening lab sessions for presenting or when the entire group is needed. Use lab sessions to get questions answered as needed.

Actions: Decided on Thursday evening lab sessions when all group members need to be present.

### 3. Roles

Discussion: key positions to fill - leader, secretary, executive members. We need to create a common questionnaire for the interviews. Noted that each team member needs to conduct their own interviews and each interview should be with a different person. Use interviews to create personas. Group needs to have someone write up the minutes into latex. Discussed option of removing the most difficult function as there are only 7 people in the group. Tentatively decided to remove function 5. If the missing member is still in the class they can choose between 5,7.

Actions: Ruksmita - convert minutes into LaTeX, each group member picks a function

The permitted set of choices is:

1.  $\arccos(x)$  - Kiana

2.  $ab^x$  - Ruksmita

3.  $\log_b(x)$  - Atul

4.  $\Gamma(x)$  (Gamma Function) - Khavish

5. MAD (Mean Absolute Deviation) - REMOVED TENTATIVELY

6.  $\sigma$  (Standard Deviation) - Alex

7.  $\sinh(x)$

8.  $x^y$  - John

### 4. Meeting time/frequency

Discussion: when to hold group meetings - once a week minimum. Can adjust meeting time as needed throughout the semester and based on project requirements/timeline. Might not need

the full hour every week

Actions: Meetings: Sundays 1pm-2pm

#### 5. Team name - John doesn't like Team F

Discussion: Team name is just for submissions. Can rename the team for the group but keep F for submissions.

Actions: nothing

### For Future Meetings

#### Notes for Next Time

- What to do about the MIA person
- Continue on role and responsibilities:
  - Common responsibilities among members (everyone must do): asymmetric peer review of code, development of glossary, developing persona, use cases, peer evaluation at end of semester
  - Could be common (whole team) or individual (1 person): maintaining glossary, interview questions, documentation and/or putting in latex (seems like a lot for 1 person to do)
  - Individual (1 person) : functions, selecting interviewee
  - Roles
- Discuss interviews - number of questions, who's creating the questions, when we need to do them by
- Timelines - when interviews should be done by, when personas & use cases should be established, when presentation should be ready

#### 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