# **Vacation Planning Tool – Tiny Coders**

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| **Date of Meeting:** | 6/5/2022 |
| **Minutes Prepared By:** | Erika Valle-Baird |

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| 1. Purpose of Meeting | |
| * Project Overview * Second Deliverable Overview * Review of Expectations and Requirements * First Deliverable Discussion |

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| 2. Attendance at Meeting | | |
| *Name* | *Team* |  |
| Erika Valle-Baird | Tiny Coders |  |
| Domeniko Kodra | Tiny Coders |  |
| Mohammed Khoshkhoiyazdi | Tiny Coders |  |
| Madison Bilko | Tiny Coders |  |
| Collin Cavanaugh | Tiny Coders |  |

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| 3. Meeting Notes, Decisions, Issues | | |
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* Team began meeting by going over expectations of each member and requirements of second deliverable.
* Team discussed the structure of the second deliverable.
* Team discussed presentation of first deliverable and areas of improvement for second deliverable presentation.
* Team specified each category expected in second deliverable and opened assignment up to each member to allow them to succeed in areas they felt more comfortable with.
* Starting with the Introduction, category specification and assignment fell into the following format:
  + Purpose of Document - Erika Valle-Baird
  + Background -
  + Project Scope -
  + Users -
  + Location -
  + Responsibilities – Erika Valle-Baird
  + Other desired features of the system –
  + Need –
  + Overview of Document – Erika Valle-Baird
* Functional Objective category specification and assignment feel into the following format:
  + High Priority – Erika Valle-Baird
  + Medium Priority –
  + Low Priority –
* Non-Functional Objective category specification and assignment feel into the following format:
  + Reliability –
  + Data Integrity –
  + Security – Erika Valle-Baird
  + Usability –
  + Performance –
  + Online User Documentation and Help –
  + Supportability –
  + Interfaces –
* The Context Model category specification and assignment feel into the following format:
  + Goal Statement –
  + Context Diagram – Erika Valle-Baird
  + System Externals - Erika Valle-Baird
* The Use Case Model category specification and assignment feel into the following format:
  + Use Case Diagram(s) –
  + Use Cases-Erika Valle-Baird
  + Use Case Notes –
    - Specific Use Cases were broken up to ensure all team members were involved with at least one of the use cases via the following format:
      * Login User – Erika Valle-Baird
      * Account Registration – Erika Valle-Baird
      * Flight Search –
      * Ticket Purchase – Erika Valle-Baird
      * Update Account Information –
      * Contact –
      * Help –
      * Account Logout –
* The graphic image creation for the class model was assigned to – Erika Valle-Baird
* The appendix creation and glossary was assigned to –
* Due to no current time constraint pressures, areas without assignment were agreed to be completed during the course of the next meeting. At this time no other members felt confident enough signing up for sections until after upcoming lecture delivered by the instructor, as to better define specifics of this document.

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| 3. Open Questions, Tabled Items, Outstanding Issues |

* Questions related to second deliverable (6/20)
  + Is the example provided by the professor a good outline and structure for the second deliverable?
  + Should we implement our deliverable in that manner?
  + Do we need to include the Risk Management Updates?
  + How detailed does our second deliverable need to be?
* Future Implementation Questions
  + When will risk management by seen again?
  + Will we need to have updates for risk management each week or deliverable?
  + Are there any areas that we are expected to have continuing resolution for?

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| 4. Action Items | | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Upload Meeting Notes and solicit questions about first deliverable | Erika Baird | 6/5/2022 | Completed |
| Collect agenda items for next meeting | All | 6/12/2022 | In Progress |
| Assign sections for second deliverable | All | 6/12/2022 | In Progress |
| Risk Management Updates | All | 8/13/2022 | In Progress |

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| 5. Next Meeting | | | | | |
| *Target Date:* | *6/11/2022* | *Time:* | *3:30PM* | *Location:* | *Virtual meeting via discord* |
| *Objectives:* | * Continue with second deliverable | | | | |