# **Vacation Planning Tool – Tiny Coders**

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| **Date of Meeting:** | 6/11/2022 |
| **Minutes Prepared By:** | Erika Valle-Baird |

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| 1. Purpose of Meeting | |
| * Project Overview * Introduce Newly Added Member to our Team * 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 |  |
| Tamara Greer | Tiny Coders |  |

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| 3. Meeting Notes, Decisions, Issues | | |
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* Team began meeting by introducing themselves to our newest team member Tamara Greer.
* Team went over expectations of each member and requirements of second deliverable again, clarify details discussed by professor in 6/6/2022 lecture.
* Team reviewed the structure of the second deliverable a second time.
* 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.
  + This had been attempted the previous meeting, however many members had been unsure of requirements being asked of them.
  + Each section was reviewed briefly with clarification from 6/6/2022 lecture.
* Starting with the Introduction, category specification and assignment fell into the following format:
  + Purpose of Document - Erika Valle-Baird
  + Background -
  + Project Scope –
  + Users - Tamara Greer, Mohammed Khoshkhoiyazdi
  + Location - Mohammed Khoshkhoiyazdi
  + Responsibilities – Erika Valle-Baird
  + Other desired features of the system –
  + Need – Mohammed Khoshkhoiyazdi
  + Overview of Document – Erika Valle-Baird
* Functional Objective category specification and assignment feel into the following format:
  + High Priority – Erika Valle-Baird
  + Medium Priority – Tamara Greer, Mohammed Khoshkhoiyazdi
  + Low Priority –
* Non-Functional Objective category specification and assignment feel into the following format:
  + Reliability – Madison Bilko
  + Data Integrity –
  + Security – Erika Valle-Baird
  + Usability – Madison Bilko, Mohammed Khoshkhoiyazdi
  + Performance – Madison Bilko
  + Online User Documentation and Help –
  + Supportability – Mohammed Khoshkhoiyazdi
  + Interfaces – Madison Bilko
* The Context Model category specification and assignment feel into the following format:
  + Goal Statement – Madison Bilko
  + 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 – Tamara Greer
      * Ticket Purchase – Erika Valle-Baird
      * Update Account Information – Tamara Greer
      * Contact – Tamara Greer, Mohammed Khoshkhoiyazdi
      * Help – Madison Bilko
      * Account Logout –
* The graphic image creation for the class model was assigned to – Erika Valle-Baird
* The appendix creation and glossary was assigned to –
* Any unsigned sections will be discussed and assigned if not completed by next meeting.

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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 | 6/12/2022 | Completed |
| Collect agenda items for next meeting | All | 6/19/2022 | In Progress |
| Assign leftover sections for second deliverable | All | 6/15/2022 | In Progress |
| Risk Management Updates | All | 8/13/2022 | In Progress |

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| 5. Next Meeting | | | | | |
| *Target Date:* | *6/18/2022* | *Time:* | *3:30PM* | *Location:* | *Virtual meeting via discord* |
| *Objectives:* | * Continue with second deliverable | | | | |