Old Business (meeting minutes)

What did each member do to prepare for this meeting?

Alex

* Setup google drive
* Found applicable IEEE templates
* Organized meeting

Anthony

- assisted in scheduling meeting today

- reviewed google drive

Jairo

* Looked at some of the documents

Tony

* Looking up web crawlers
* Researching node.js implementations
* Reusing open source

Alex B - not present

No reason given

Joe - not present

Due to work

Meeting Body

Team agreements

Meeting frequency

* At least once a week (virtual)
* One meeting during class time, in person

Acceptable behavior

* Missing meetings
  + One time we will let Anthony know
  + Second time Anthony will go to instructor
* Workload
  + One time missing a due date let Anthony know
  + Second time Anthony will go to instructor
* Act Professional

Team Roles

We will track these as we discover them

We will assign roles as the project moves along

Roles we have found so far

Team Leader

Requirements Engineer

Developer

Database Designer

Tester

Process Model

Linear model process model for requirements gathering

Transitions into Agile for development

Two layer testing

Internal tester - member who built the program

External tester - member who did not build the program

First Deliverable

* Quality assurance
  + Establish metrics (ethier alliance will give us these, or will will establish)
  + Handle quality evaluation internally, possibly send report to Alliance after

New Business

For next time, each member work on the deliverable

Anthony

* Contact Alliance for sample files

On site meeting

* Dress professionally
  + No athletic clothes
  + No flip flops
* We must have the project plan ready (90% done)
  + Prioritize topics that pertain to requirements
* Write out requirements on site
  + We have to have