

FlowTrack: Employee Traffic Monitoring System

Meeting Name	Technical Kickoff Meeting
Date	September 3th
Time	6:00PM - 8:00PM
Purpose	Introduce project team; set weekly meeting dates and expectations with each other and sponsor; go over app diagram/potential testing
Expected Outcomes	Means of communication decided Go over basic idea of project/project testing Weekly meetings scheduled and expectations gone over
Invitees <input checked="" type="checkbox"/> present <input type="checkbox"/> absent	Member 1 - YiWen Fan <input checked="" type="checkbox"/> Member 2 - Changan Du <input checked="" type="checkbox"/> Member 3 - Robert Zendarski <input checked="" type="checkbox"/> Member 4 - Jackie Dong <input checked="" type="checkbox"/>

Agenda

- 1.) Project team introduction
- 2.) Go over means of communication
 - a.) The team has created a discord server where we will communicate, share potential files and ask any questions. Communication with the sponsor will be through email where all team members can see and reply to the sponsor's message. The sponsor can reach out to us via our emails for any changes in request as well.
- 3.) Development process
 - a.) Create and go over system context diagram for the project; including potential features
 - b.) Code and test features in one-week iterations. Each of these iterations will have more detailed requirements
 - c.) Create a basic version of the app, database and front end used for basic testing such as data entries.
 - d.) Create a user demo of working software every 4 iterations. These user demos will be shown to clients in order to get feedback as well as any other potential requirement changes.
 - e.) After the first demo. go over the release plan and make any changes needed that leads to the final release plan with final iteration and completion date.
 - f.) Continue iterations until the project is complete. Last week of the project will include coming up with a deliverable to give to the client.
- 4.) Product Testing
 - a.) Our team will first test the functionality of our app to send data to our backend databases as well as the ability to store that data.
 - b.) Our team will ensure the reliability of the data is within an acceptable standard deviation to minimize inaccurate data.

- c.) Future iterations will require us to test the mobile applications ability to collect the user time and location data via different APIs at various locations.
- 5.) Schedule recurring technical meetings
 - a.) Our team will meet on Zoom on Fridays, 4:00PM - 5:00PM. We created a zoom link that we will use for this recurring meeting.

Roles and Responsibilities

Name	Role	Responsibility
Shahrukh Irani	FlowTrack Project Sponsor	Approve product requirements, quality, and completeness
Daurica Woods	Flowtrack Project Manager	Overall project controls and quality assurance
Yiwen Fan	Flowtrack Project Developer	Do some research on different ways to track user location and know their pros and cons. Discuss with teammates about the database design for the project.
Changan Du	Flowtrack Project Developer	Researching location gathering methodologies and corresponding API's to use for data collection.
Robert Zendarski	Flowtrack Project Developer	Researching location gathering methodologies and corresponding API's to use for data collection.
Jackie Dong	Flowtrack Project Developer	Research project details and look for ways to gather location data.