

## Meeting #4 - 3/4/2024

Attendance - Shayna, Ben, Dellie, Dylan, Andrew

### Plan:

Go over software requirements specification document

Begin to work through our functional requirements

Adjust Project Plan with updated timing

### Notes:

- Project Plan was slightly broad
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### To Do:

Commit pdf and docx copies of all project files to documents folder in the github - Dellie

## Meeting #3 - 2/22/2024

Attendance - Shayna

### Plan:

Check over completed work in the "Project Plan" document

Delegate any left over work

Plan for our next meeting

### Notes:

- Everything looks pretty good
  - Everyone do one last recheck over your sections
- Add to any sections if you can
- Feasible dates for completing things?

- After midterms next week 😊

To Do:

Shayna: Send out another 'when to meet'

Dellie: Share github with everyone + upload project plan before tonight

Meeting #2 - 2/18/2024

Attendance - Shayna, Dylan, Dellie, Ben, Andrew

Plan:

Work on Project Plan Document

Brainstorm name ideas for new project

1. We decided on a new project, a scheduling app!
2. Delegated work for Project Plan Document (Due 2/25) to be completed
3. Started work on document in our designated sections
4. Planned to meet before class on Thursday 2/22 with our respective sections completed

Meeting #1 - 2/12/2024

Attendance - Shayna, Dylan, Dellie, Ben, Andrew

Plan:

Choose/ Designate Roles

Choose Team Name:

Strawhats

Pirates

Choose Project Name

1. Designate Roles

- a. Team Administrator/Scheduling - Shayna
  - i. Instructor communication, meeting notes
- b. Quality Assurance Engineer - Andrew
  - i. Test cases, making sure people are putting quality and effort into their work
- c. Documentation Engineer - Dylan
  - i. Spearheading technical documents, ensuring consistency and flow between project documentation and overall work
- d. Configuration Management Co-Lead - Ben
- e. Configuration Management Co-Lead - Dellie
  - i. Lead on technical aspects - design, implementation

2. Majority vote - Chose Strawhacks as our team name

3. Project name ideas:

- a. Rock Chalk Talk
- b. Chat++
- c. HomeworkSpace
- d. UniTalk
- e. ClassChat

We decided on Rock Chalk Talk at least as our placeholder name 😊