**CS673 Software Engineering**

**Team X : Team Name**

**Meeting Minutes**

All meeting minutes are kept in this single document. The latest meeting minutes should be at the beginning of the document. For example, meeting 3 minutes is placed before meeting 2 in the document. The team leader should prepare a basic agenda for the meeting and team members should rotate to be the minutes taker. Each group should have at least one meeting per week, and you may have multiple meetings if needed.

**Meeting #**

**Meeting #**

**Date and Time:**

**Place**:

**Participants:**

**Minutes taker:**

**Timekeeper:**

**Purpose:**

**Agenda:**

**Discussions:**

**Key Decisions:**

**Action Items:**

**Meeting 3**

**Date and Time:** 25 September 2023, 15:00

**Place**: Zoom

**Participants:** Frankie, Chris, Nicholas, Wayne, Siyuan, Yibo

**Minutes taker:** Frankie

**Timekeeper:** Frankie

**Purpose:**

* Go through every slides and edit if needed
* finish the slides for iteration 0 presentation.

**Agenda:**

* Everyone introduces their part of the slides and others give out advice.
* Discuss the details for iteration 1, 2, 3 and the specific tasks under each iteration.
* Continue Working on the iteration 0 slides.

**Discussions:**

* “Plan/Roadmap” Slide needed to split into iteration 1, 2, 3
  + For Iteration 1, the front-end team will finish making the UI and use dummy data to test. The back-end team will do research on chatGPT API langchain. And setting up express and mongoDB.
  + For Iteration 2, the front end team will try to use the data from the backend. And the back end team should finish the CURD, MongoDB and user sessions.
  + For Iteration3, Both teams should check their works or try to add new features.
* “Prototype” Slide: font size should be bigger.
* ”Library“ Slide needed to be split into “front-end” and “back-end”, two parts.
  + Front end library: mantine, TanStack Query, react router.
  + Back end library:
    - Definite inclusion: langchian, mongoose, express…
    - Maybe used:Axios…
* “Role” Slides moved to second place. And adding one slide to introduce the front-end team and back-end team.
* We updated the team of front-end and back-end:
  + Front-end: Yibo, Siyuan, Wayne
  + Back-end: Chris, Nicholas, Frankie

**Key Decisions:**

* Slide details.

**Action Items:**

* Continue working on the slides.
* Find online resources and learn about the tack stack everyone should be using.

**Meeting 2**

**Date and Time:** 21 September 2023, 15:30 - 16:30

**Place**: Library

**Participants:** Frankie, Chris, Nicholas, Wayne, Siyuan, Yibo

**Minutes taker:** Chris

**Timekeeper:** Chris

**Purpose:**

* Knock down front-end and back-end design details.
* Split the team.
* Worked on the slides for iteration 0 presentation.

**Agenda:**

* Split the team into front-end and back-end groups.
* Discuss how our pages will look like, the UI, the components in our pages.
* Discuss goals for each iteration and a tentative plan for development.
* Worked on the iteration 0 slides.

**Discussions:**

* We will have 3 pages. A home page, a user login page,and a document page.
  + The home page will display users documents in a 3 by 3 grid.
  + The user login page will display a box in the center that has an input slot that allows users to enter their OpenAI username and password. We will send these credentials to OpenAi for authentication. At the same time, we give the options to users to log in via Google, Facebook, etc.
  + The document page will display users’ documents on the left, and an AI box on the right. The user has the option to summarize their document via ChatGPT by clicking on the summarize button. (also thinking about quiz function)
* We have splitted the team into front-end and back-end
  + Front-end: Yibo, Siyuan, Wayne
  + Back-end: Chris, Nicholas, Frankie
* We have split work for the slides. Each person has one slide to work on.

**Key Decisions:**

* Team split
* Slides.

**Action Items:**

* Continue working on the slides
* Find online resources and learn about the tack stack everyone should be using.

**Meeting 1**

**Date and Time:** 18 September 2023, 15:30

**Place**: Online, zoom

**Participants:** Frankie, Chris, Nicholas

**Minutes taker:** Nicholas

**Timekeeper:** Nicholas

**Purpose:** Lab 1 assignment & Group Project Details

**Agenda:**

* Everyone trying out Merging Pull requests and reviewing
* Know how to assign reviewers and assign self to PRs
* Finalize group project details
* Assign roles

**Discussions:**

* Discussed flow of PRs from reviewers to assignees
* Project Details
  + Summary: Note taking app with assistant
  + 1st iteration: UI of note-taking with assistant side-by-side
  + Use Mantine UI for UI library and styling

**Key Decisions:**

* Note taking app with assistant as project idea
* Chris would be design lead, going to check out Mantine UI
* ExpressJS, NodeJS, and LangChain will be used for back-end
* MongoDB - users can have multiple documents
* Log in/out system - each user has their own documents

**Action Items:**

* Wayne to do Lab1
* Take screenshots of Lab1
* Submit Lab1 individually with screenshots

**Below is an example from a previous project (You shall delete this part in your meeting minutes)**

**Date and Time:** 1/26/12 7 - 8PM

**Place**: Group Phone Call

**Participants:** Dan Spuches, Grace Hopkins, Craig Cato

**Minutes taker:** Dan Spuches

**Time Keeper:** Craig Cato

**Purpose:** Project Kickoff Meeting

**Agenda:**

* Determine group name
* Determine project name
* Provide effort hours so far
* Finalize communication plan
  + Google group vs. Trello
* Find and discuss related works
* Google code
  + Create project site
  + File a test bug
  + Check in/out a test document
* Brainstorm requirements
* Discuss risks
* Determine an approach/process to use
* Assign roles

**Discussion:**

* Determine group name
  + Is this the same as project name? Yes
* Determine project name
  + Yet another weight tracker - taken
  + Yet another weight program - YAWP
    - Don't want to make YAWP noise when you stand on the scale
  + BodyStats
  + Yet another weight history program
  + Yet another weigh-in program
  + Yet another weight oriented program
* Provide effort hours so far
  + Members will email hours spent so far to Grace
  + Need to decide start/end of week
    - Week starts Saturday, ends Sunday
* Finalize communication plan
  + Google group - email distribution
  + Google code - upload and track all documents (including agenda, minutes, etc)
  + Trello - Discussions/brainstorming/to-do and completed tasks
* Find and discuss related works
  + http://download.cnet.com/Weight-Tracker/3000-2129\_4-10458217.html
  + weightchart.com
    - Web based
  + weightwatchers.com
    - Web based
  + Our project is standalone, not web based, open source (differentiator)
* Google code
  + Create project site
  + File a test bug
  + Check in/out a test document
  + SVN or GIT?
    - We will use SVN
    - Tortoise SVN for windows
  + What license will we use?
    - Apache 2.0
    - What are the terms?
    - Need to tag all works with the license text from http://www.apache.org/licenses/LICENSE-2.0
* Brainstorm requirements
  + Functional
  + Non-functional
  + Desktop java standalone client
  + Not networked
  + Single user per instance
    - Future - multiple users
  + Need to be able to enter weights
  + Calculate BMI
  + Charting over time
    - Export charts?
    - Daily weight change
    - Monthly weight loss
    - Trending of data
    - Projections
  + Target weight
  + Sounds?
    - Applause for loss
    - YAWP for gain
  + Computerize printed charts
  + Print charts/data
  + Export and save functions
  + Options
    - Configurable units
      * English vs metric
      * LBS vs KG vs Stones?
* Discuss risks
  + New tools - not understanding/knowing how to use tools
  + Schedules - work and home life
  + Keep it simple/limit scope creep
  + Originality - what differentiates us from others?
  + Multiple user functionality - may be too time consuming
  + Limited time for project as a whole
* Project criteria
  + Usefulness - nobody has yet found the best way to do it, there are a lot of other ones out there, none are right yet?
  + Complexity - will be sufficiently complex
  + Originality - it is original because Craig created the concept
* Determine an approach/process to use
  + Waterfall with feedback/iteration
    - Ability to revisit requirements and re-shuffle priorities
    - Need to build in the ability to respond to risks as they arise and difficult requirements
  + Possibly some agile concepts/aspects - prototype and test driven
  + JUnit testing - test driven development
* Assign roles
  + Grace - Leader and QA
  + Craig - Configuration Mgmt
  + Dan - Implementation

**Key Decisions**

* Project name is YAWP - yet another weight-tracking program
* Google code
  + https://code.google.com/p/yawp/
  + We will use SVN on Google code
  + Source code license - Apache License 2.0
  + Labels - health, academic, java
* Time tracking
  + Week start on Sunday
  + Week end on Saturday
  + Get time to Grace by noon on Sunday
* Communication Plan
  + Use Google group for email communication
  + Use Trello for task tracking (to-do and complete) and discussions/brainstorming
  + Use Google Code for document and code repository, version control
* Roles assigned:
  + Grace - Leader and QA
  + Craig - Configuration Mgmt
  + Dan - Implementation

**Action Items:**

* Review terms of Apache license - Dan, Craig, Grace
* Submit time to Grace by noon Sunday - Dan, Craig, Grace