**CS673 Software Engineering**

**Team 5 : Note Ant**

**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 #**

**Meeting 16**

**Date and Time:** 9 Nov 2023

**Place**: Boston University GSU and Mugar Library

**Participants:** , Siyuan, Yibo, Frankie, Nick, Yichen, Chris(sick abs)

**Minutes taker:** Yibo

**Timekeeper:** Yibo

**Purpose:**

* Get Iteration 2 ready to submit

**Agenda:**

* Getting all documents ready
* Recording demo video
* Push everything to github

**Discussions:**

* Documents assignment
* What is remaining to be done in Iter3
* Checking user token before calling any functions
* Arranging next meeting

**Key Decisions:**

* Make sure all documents are up to date
* Reassign remaining tasks to Iter3

**Action Items:**

* Wrapping up design documents
* Push Iter2

**Meeting 15**

**Date and Time:** 6 Nov 2023

**Place**: Boston University GSU and Mugar Library

**Participants:** Chris, Siyuan, Yibo, Frankie, Nick, Yichen (remote)

**Minutes taker:** Nick

**Timekeeper:** Nick

**Purpose:**

* Testing connection between frontend and backend
* Preparing Iteration 2 presentation

**Agenda:**

* Testing all methods (get, post, delete, etc) in all pages (login, home, document)
* Testing the flow between pages and look for bugs
* Finish up with coding

**Discussions:**

* Lots of the methods are missing inputs and outputs
* Lots of our data shown for Iteration 1 are static, and we have not changed it to dynamic yet
* Authentication currently does not persist, the user details disappear with a page refresh
* Found that OpenAI library does not work with our current back-end setup

**Key Decisions:**

* Make sure all data is dynamic, and methods will use the tanstack-query library
* Move OpenAI to the front-end in iteration 3
* Implement authentication sessions with local storage to make it persist even with refresh page
* Include several points to the goal for iteration 3: user sessions, implementing and testing OpenAI into front-end, and using a library to manage methods better

**Action Items:**

* Nick will be testing out libraries and figuring out solutions to our problems, and create sample code for others to follow
* Back end team will be in charge of creating the presentation, as the presentation will be about methods
* Frontend team would prepare for refactoring
* Frontend team will learn and implement the library to handle query better

**Meeting 14**

**Date and Time:** 2 Nov 2023

**Place**: Boston University GSU and Mugar Library

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

**Minutes taker:** Chris

**Timekeeper:** Chris

**Purpose:**

* Finish up with coding
* Basic testing

**Agenda:**

* Add more detail for iteration 3 planning
* Working session

**Discussions:**

* Our current state in completing the goals for iteration 2
* The goal for iteration 3 would be to work on testing, refactoring, and security.

**Key Decisions:**

* Focus more on communication.

**Action Items:**

* Next meeting will be on Monday. Nick and Yibo will come early to work on their page. The rest of the team will come at 12.30pm
* Wayne will join us remotely.
* Chris, Frankie, Siyuan and Wayne will work on integrating the login page and home page.

**Meeting 13**

**Date and Time:** 30 October 2023

**Place**: Boston University GSU and Mugar Library

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

**Minutes taker:** Siyuan Wan

**Timekeeper:** Siyuan Wan

**Purpose:**

* Keep Working on the frontend and backend function of iteration II
* Nearly finish the frame of iter2

**Agenda:**

* Working on the Iter2 files
* Finish homepage function deleteNote().
* Finish homepage UI
* Finish Login page and backend connection, debug.

**Discussions:**

* For document page, through Discord meeting to finish some function.
* Talking about the frame of React
* Communication of document page and backend database.

**Key Decisions:**

* Document card UI, like button, delete button, and delete modal.

**Action Items:**

* Finish all function on Thursday.

**Meeting 12**

**Date and Time:** 26 October 2023

**Place**: Boston University GSU and Mugar Library

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

**Minutes taker:** Wayne

**Timekeeper:** Wayne

**Purpose:**

* Keep Working on the documents of iteration II
* Basically finish the frame of iter2

**Agenda:**

* Working on the Iter2 files
* Pull the front-end code
* Rebase to new iter2

**Discussions:**

* The plan and timeline of Iteration II.

**Key Decisions:**

* Subdivide the tasks of the backend.

**Action Items:**

* Rebase iter2
* Test documents of iteration II

**Meeting 11**

**Date and Time:** 23 October 2023

**Place**: Boston University GSU and Mugar Library

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

**Minutes taker:** Yibo

**Timekeeper:** Yibo

**Purpose:**

* Wrap up iteration 1
* Start iteration 2

**Agenda:**

* Assigning tasks by roles
* Discuss approaching to tasks with leaders
* Start coding on iter2

**Discussions:**

* Initiating tasks on iteration 2
* How to finish those tasks

**Key Decisions:**

* Giving tasks for everyone

**Action Items:**

* Merge iter1 branch to the main branch
* Create Iteration 2 branch
* Starting working on iter2

**Meeting 10**

**Date and Time:** 19 October 2023

**Place**: Boston University GSU and Mugar Library

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

**Minutes taker:** Frankie

**Timekeeper:** Frankie

**Purpose:**

* Working on the documents of iteration I
* Making demo video of the project
* Add SDD document in the drive and update it
* Finish UserStories documents
* The plan of Iteration II

**Agenda:**

* Working on the Iter1 files
* Everyone finish their part of personal Progress report
* Making the demo video and push to github

**Discussions:**

* The plan and timeline of Iteration II

**Key Decisions:**

* The details of iteration I files

**Action Items:**

* Update all the documents on the drive and push to Github
* Create Iteration II branch

**Meeting 9**

**Date and Time:** 16 October 2023

**Place**: Boston University GSU and Mugar Library

**Participants:** Chris, Nicholas, Wayne(online), Siyuan, Yibo, Frankie

**Minutes taker:** Chris

**Timekeeper:** Chris

**Purpose:**

* Finish front-end works for iter1
* Check completeness and styling for UI
* Then, merge branches back to iter1

**Agenda:**

* Working session with Q&A

**Discussions:**

* Brief discussion on how our presentation will be carried out.

**Key Decisions:**

* What goes on to our presentation

**Action Items:**

* Finish last bit of work for front end UI

**Meeting 8**

**Date and Time:** 12 October 2023

**Place**: Boston University GSU and Mugar Library

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

**Minutes taker:**

**Timekeeper:**

**Purpose:**

* Discuss back end flow
* Check progress of front end

**Agenda:**

* Data Handling
  + Back end routes and controllers for each front end page
  + How data will be handled from the front end
* Test input from frontend and output by OpenAI
* Check frontend UI again

**Discussions:**

* Update Document schema to include summary content
* Add save button to document page, so users can save document

**Key Decisions:**

**Action Items:**

**Meeting 7**

**Date and Time:** 10 Oct 2023

**Place**: Boston University GSU and Mugar Library

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

**Minutes taker:** Chris

**Timekeeper:** Chris

**Purpose:**

* Here to continue coding and ask questions.

**Agenda:**

* Continue fishing up the UI
* Understanding the folder structure
* Learning React
* Testing out LangChain, understanding the flow and structure
* Finished Google Sign-in

**Discussions:**

* Folder structure
* Explaining React components
* Explain Google Sign in

**Key Decisions:**

* Next meeting on Thursday after class.

**Action Items:**

* Continue learning React

**Meeting 6**

**Date and Time:** 05 Oct 2023, 15:30

**Place**: Boston University GSU and Mugar Library

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

**Minutes taker:** Yibo Wang

**Timekeeper:** Yibo Wang

**Purpose:**

* Make sure everybody on the same page
* Assigning coding tasks this week to everyone.
* Begin Coding.
* Solve part of problems and bugs encountered during coding.

**Agenda:**

* Discuss about data schema
* Decide login method

**Discussions:**

* Data schema
  + Docs
  + Users
* Login methods
  + Google sign in
* Frontend
  + Code
  + Document UI
  + Create document UI flow
* Backend
  + Structure rundown
  + Langchain overview
  + Google sign in docs

**Key Decisions:**

* Using google sign in as login method
* Document UI

**Action Items:**

* Each member continues to work on their code and problems can be discussed online.
  + Document UI
  + Document organization
  + Create document
  + Research on sending keyid to back end
  + Langchain
  + Google sign in
* Next meeting will be Tue 10 Oct @ 2pm

**Meeting 5**

**Date and Time:** 02 Oct 2023, 15:00

**Place**: Boston University GSU and Mugar Library

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

**Minutes taker:** Siyuan Wan

**Timekeeper:** Siyuan Wan

**Purpose:**

* Assigning coding tasks this week to everyone.
* Begin Coding.
* Solve part of problems and bugs encountered during coding.

**Agenda:**

* Assign pages(login, homepage, document) to everyone on the frontend team and build the react framework.
* Explain in details to the frontend team what each page should contain.
* How to use react framework.
* Set up dataflow and server (use express) on the backend team.
* Set up basic code folder.

**Discussions:**

* Details of what each page(login, homepage, document) should contain and layout.
* How to use git rebase.
* How to apply the Mantine UI content to project.
* Knowledge about Server side.

**Key Decisions:**

* Begin coding (front and back end, set up server and dataflow.)

**Action Items:**

* Each member continues to work on their code and problem can be discuss online.
* Next meeting will be Thur 5 Oct, after class.

**Meeting 4**

**Date and Time:** 28 September 2023, 15:30

**Place**: Boston University Library

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

**Minutes taker:** Frankie

**Timekeeper:** Frankie

**Purpose:**

* To refine the files from Iteration 0 that were not completed.
* Discuss modifications to the project to meet requirements.

**Agenda:**

* Review modifications and updates to the PPT by each member.
* Discuss the four new files: SPPP, SPPP Risk Management, Progress Report, and Readme.
* Determine the content and responsible individuals for each file.
* Discuss the project name and future meeting arrangements.

**Discussions:**

* All members completed the modifications to the PPT on time and made adjustments based on the team leader's suggestions.
* Team members shared their thoughts and suggestions on the four new files.
* For the SPPP and SPPP Risk Management, the team decided to collaborate, with each member responsible for a portion of the content.
* The Progress Report will be overseen by the team leader, while the content of the Readme will be a collective effort by all members.
* The team unanimously decided on the project name "Note Ant".

**Key Decisions:**

* The online meeting on Monday will be changed to an in-person meeting to facilitate better collaboration and discussion of project details.
* The project name was finalized as "Note Ant".

**Action Items:**

* Begin drafting the SPPP, SPPP Risk Management, Progress Report, and Readme.
* Each member is expected to complete their portion before the next meeting.
* Prepare for the in-person meeting on Monday, ensuring all members can attend.

**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