**CS673 Software Engineering**

**Team 1 Meeting Minutes**

**Week 1 (09/07 - 09/14 )**

**Date and Time:** Saturday, 09/11, 12:30 PM - 14:00 PM (EST)

**Place**: Zoom

**Participants:** Aidan Duffy, Andrew Fish, Jean Shalenkova, Justin Fanning, Kyle Mabry, Yanru Zhu

**Minutes taker:** Yanru Zhu

**Timekeeper:** Yanru Zhu

**Purpose:** Project kickoff & team assignment

**Agenda:**

1. Self introduction (background, time zone, familiarity with tech)
2. Team roles and responsibilities
3. Project discussions based on SPPP (project name, requirements, management plan etc.)
4. SPPP work divide and conquer
5. Implementation stacks and tools
6. Assignment & deadline of the work that needs submission
7. Determine weekly meeting time and weekly workflow

**Discussions:**

1. **Self introduction** 
   1. Time zone: mostly in EST, a few in PS
   2. 4-5 familiarity with Python, 0-2 familiarity with Flask
2. **Team roles and responsibilities**

| **Roles** | **Responsibilities** | **Name** |
| --- | --- | --- |
| Team Leader | Lead and coordinate the whole team and help other lead roles. Make sure the team can successfully complete the project on time. | Justin Fanning |
| Backup Team leader | Help the team leader and substitute the team leader if he/she is not available. | Kyle Mabry |
| Requirement leader | Manage and track the requirements using tools such as pivotal track. Work with the customers to decide the requirements. | Andrew Fish |
| Design and Implementation leader | Lead the design and implementation process, including designing the software architecture, choosing or creating coding standard, retiring the risks in implementation tools, frameworks, libraries etc. | Jean Shalenkova |
| QA leader | Help choose or create quality metrics, review process, testing plan, reporting methods, and monitor mechanisms. | Yanru Zhu |
| Configuration leader | Help setup Git, IDE and other related devops tools. Help other members use these tools. | Jean Shalenkova |
| Security leader | Lead and coordinate security activities throughout the project, including initial training, security requirements, vulnerability identification, security related testing, static analysis tools etc. | Aidan Duffy |

1. **Determine Project** 
   1. Project Options
      1. Yanru: A weather app that can alarm approaching rains
      2. Jean: A weather app that can suggest clothing based on temperature; an app that can recommend artists/concerts
      3. Justin: A recipe program that can suggest recipes based on the ingredients you have in your fridge (you have to enter the ingredients)
      4. Kyle: A program that can automatically generate ad copy based on machine-learning
   2. Winner: Recipe
   3. Project name options: Home Chef; cheffy; Simply Chef; Food Fixer; onlyPantry; feedy; feed.me
   4. Winner: cheffy
2. **Project requirements**
   1. Main features
      1. Account generation
      2. Enter stored ingredients that you have
      3. Find recipes based on matching ingredients in your stuff
      4. Save recipes to your recipe library
      5. Allergy/dietary restrictions
   2. Main components to build
      1. Ingredient input + output + update: needs to establish naming convention for ingredients (easier to match w ingredients in recipes)
      2. Connect recipe API
      3. CRUD (Create - ingredients list; Read - recipes and find the match; Update; Delete)
      4. Output matching recipes based on ingredients available
      5. Save recipes to personal “recipe box”
      6. App layout
   3. Reach goal: New feature (ML SmartChef)
      1. Volume of ingredients necessary
      2. Suggest ingredient alternatives/substitutions based on ML
      3. ML build recipes based on ones you liked
      4. Generate a shopping list
3. **Related-apps of this app** 
   1. Yummly
4. **Management plan**
   1. Process model: spiral + agile
   2. Objectives & priorities
   3. Risk management:
      1. Time limitation - so we have to choose a project that we can finish on time with solid MVP and achieve some small reach goals
      2. Unfamiliarity with Flask
      3. Communication: suggest to install Slack on mobile; regularly check emails
5. **Communication Channel**
   1. Emails:
      1. Yanru (Grace) - [yanruz@bu.ed](mailto:yanruz@bu.edu)u
      2. Jean - [dshal@bu.edu](mailto:dshal@bu.edu)
      3. Justin - [jcfann@bu.edu](mailto:jcfann@bu.edu)
      4. Andrew - [aefish@bu.edu](mailto:aefish@bu.edu)
      5. Kyle Mabry - [kmabry@bu.edu](mailto:kmabry@bu.edu)
      6. Aidan Duffy - [anduffy@bu.edu](mailto:anduffy@bu.edu)
   2. Slack: Team 1 Chat (mobile and desktop)
6. **Divide and conquer documents that need to be submitted next week (see Action Items)**
7. **Determine weekly meeting time and weekly workflow** 
   1. Weekly team meeting time: Every Saturday 12:30 PM EST
   2. Weekly workflow (could be adjusted): start chatting and assigning works of that week after Tuesday’s class in Slack -> teammates can start working on the project during weekdays -> discuss what have been done and what needs to be done during team meetings -> Ask professor questions if there are any during Saturday’s class -> All work done before Sunday 5PM EST, teammates can review and leave comments/feedback in the google document (if it is a document work) or request changes/approve pull request in github (if it is about coding the project) -> Team lead (this can rotate) makes sure all work done on Monday and submit before Monday night.

**Key Decisions:**

1. Project Name: Cheffy
2. Project’s basic features and advanced features
3. Language: Python; Framework: Flask
4. Team roles and responsibilities
5. This week’s work assignment and timeline

**Action Items (You can find works done by other students in the past in** [**there**](https://github.com/orgs/BUMETCS673/repositories) **when you are not sure what to put in the document):**

1. Aidan Duffy (Finished)
   1. ~~Finish Lab 1 before Sunday 9/12 5PM EST~~
   2. ~~Finish~~ [~~the weekly progress report~~](https://docs.google.com/spreadsheets/d/1WM-jalqWIv334X2p8E-SoUWdZvgbV4w64Ceo4kXd8es/edit#gid=903898546) ~~before Sunday 9/12 5PM EST, create a tab for you first and using the “yuting” tab as an example~~
   3. ~~Fill out email addresses under communication channel (item 7) in this document~~
2. Andrew Fish
   1. Finish Lab 1 before Sunday 9/12 5PM EST
   2. Fill out [Risk Management](https://docs.google.com/spreadsheets/d/11XEUzvBX6gMj3LkrX_aLvpNc3mw5pBRJR6A1fKmtTmM/edit#gid=0) before Sunday 9/12 5PM EST
   3. Finish [the weekly progress report](https://docs.google.com/spreadsheets/d/1WM-jalqWIv334X2p8E-SoUWdZvgbV4w64Ceo4kXd8es/edit#gid=903898546) before Sunday 9/12 5PM EST, create a tab for you first and using the “yuting” tab as an example
3. Jean Shalenkova
   1. Finish Lab 1 before Sunday 9/12 5PM EST
   2. Fill out [SPPP](https://docs.google.com/document/d/1tyz7XQUj_klupyI85l6bEhwMsBlASTLptq9FQ-e93F4/edit) before Sunday 9/12 5PM EST: 4. Management Plan (Ask Justin and Yanru to help if needed); 6. Configuration Management Plan
   3. Finish [the weekly progress report](https://docs.google.com/spreadsheets/d/1WM-jalqWIv334X2p8E-SoUWdZvgbV4w64Ceo4kXd8es/edit#gid=903898546) before Sunday 9/12 5PM EST, create a tab for you first and using the “yuting” tab as an example
   4. Think about Implementation stacks, tools, and packages
4. Justin Fanning
   1. ~~Finish Lab 1 before Sunday 9/12 5PM EST~~
   2. ~~Fill out~~ [~~SPPP~~](https://docs.google.com/document/d/1tyz7XQUj_klupyI85l6bEhwMsBlASTLptq9FQ-e93F4/edit) ~~before Sunday 9/12 5PM EST: 1-3: Overview, related apps, high level requirements~~
   3. ~~Finish~~ [~~the weekly progress report~~](https://docs.google.com/spreadsheets/d/1WM-jalqWIv334X2p8E-SoUWdZvgbV4w64Ceo4kXd8es/edit#gid=903898546) ~~before Sunday 9/12 5PM EST, create a tab for you first and using the “yuting” tab as an example~~
   4. Make sure all assignments are done and submit them before Monday 9/13 10PM EST
   5. Iter0 presentation
5. Kyle Mabry
6. Finish Lab 1 before Sunday 9/12 5PM EST
7. Fill out [readme.md](https://github.com/BUMETCS673/BUMETCS673OLF21P1/blob/main/README.md) before Sunday 9/12 5PM EST. A readme file usually includes an introduction of the project & its features, and who works on it. You can find examples done by students before [there](https://github.com/orgs/BUMETCS673/repositories)
8. Finish [the weekly progress report](https://docs.google.com/spreadsheets/d/1WM-jalqWIv334X2p8E-SoUWdZvgbV4w64Ceo4kXd8es/edit#gid=903898546) before Sunday 9/12 5PM EST, create a tab for you first and using the “yuting” tab as an example
9. Fill out email addresses under communication channel (item 7) in this document

6. Yanru Zhu

1. ~~Finish Lab 1 before Sunday 9/12 5PM EST~~
2. ~~Fill out~~ [~~SPPP~~](https://docs.google.com/document/d/1tyz7XQUj_klupyI85l6bEhwMsBlASTLptq9FQ-e93F4/edit) ~~before Sunday 9/12 5PM EST: 5: Quality Assurance plan~~
3. ~~Finish~~ [~~the weekly progress report~~](https://docs.google.com/spreadsheets/d/1WM-jalqWIv334X2p8E-SoUWdZvgbV4w64Ceo4kXd8es/edit#gid=903898546) ~~before Sunday 9/12 5PM EST, create a tab for you first and using the “yuting” tab as an example~~
4. Merge branch Lab1 into main after everyone is done before Monday 9/13 Monday 10PM EST
5. Iter0 presentation