**CS673 Software Engineering**

**Team 1 Meeting Minutes**

**Week 5 (10/12 - 10/19)**

**Date and Time:** Saturday, 10/16, 12:30 PM - 1:15 PM (EST)

**Place**: Zoom

**Participants:** Justin Fanning, Yanru Zhu, Aidan Duffy

**Minutes taker:** Aidan Duffy

**Timekeeper:** Aidan Duffy

**Purpose:** Checking on status of final action items. Outline plan for final presentation.

**Agenda:**

1. Review final MVP user stories
2. Review presentation roles for iteration 3 video presentation and demo

**Discussions:**

1. The front end currently is not very responsive.- Grace
   1. Menu options disappear/get cut off on smaller screen so likely not mobile friendly
2. Working on **routing** for the user pantry/favorites page - Justin & Jean
   1. Functionality for favorites and pantry should be the same
   2. Favorites should display recipes like the home search
3. Pages need verification so only logged in users can access particular pages, such as the pantry or profile. - Aidan
   1. Tag pages as requires\_auth
   2. Implement requires\_auth properly
4. Opted that we did not have time for deployment by the final iteration.

**Action Items:**

1. Aidan
   1. Finish page authentication
   2. Work on Security and Future Steps part of presentation
2. Jean
   1. Record demo for final presentation
3. Kyle
   1. Work on database design and future steps parts of the final presentation
4. Justin
   1. Work on ensuring the routing part of the pantry and favorites page work
   2. Work on Requirement Analysis and project management parts of the final presentation
5. Yanru/Grace
   1. Work on front end’s responsiveness, ensure that menu options still work when the screen shrinks
   2. Work on Software architecture and Testing portions of the presentation

**For all:**

1. Weekly progress report.
2. Attend or pre-record presentation video on 10/17 @ 5PM EST

**CS673 Software Engineering**

**Team 1 Meeting Minutes**

**Week 5 (10/05 - 10/11)**

**Date and Time:** Saturday, 10/09, 12:00 PM - 1:00 PM (EST)

**Place**: Zoom

**Participants:** Justin Fanning, Yanru Zhu, Aidan Duffy

**Minutes taker:** Yanru Zhu

**Timekeeper:** Yanru Zhu

**Purpose:** Check current status and list to-dos; planning out tasks for week 6; discussion of iteration 2 requirements

**Agenda:**

1. Check and run the latest PR that needs to be merged in together (Account feature) and list what else needs to be done from the coding perspective.
2. Re-assign work.

**Discussions:**

1. Run [this](https://github.com/BUMETCS673/BUMETCS673OLF21P1/pull/36) PR and find out what else needs to be done.
   1. Aidan made changes to this PR directly during the meeting, including change env file, login redirect etc.
2. Other refactor things that need to be done:
   1. Add about.html and enter some content into it - Grace
   2. Handle cases when the search result is blank - Grace
   3. Add profile.html having favorites & pantry - Jean to create and style
   4. Login & logout button show up depending on the user logged in or not - Grace
   5. Change page permissions. (Pages requiring login) - Aidan
   6. Search with a subset of ingredients(any vs all) rather than all entered (needed for the pantry feature) - Justin?
3. Other features:
   1. Favorites feature - Kyle (if have time), otherwise Justin
   2. Similar feature - Kyle (if have time), otherwise Grace will use what Kyle has built and put that button into the recipe\_detail page

**Action Items:**

1. Aidan
   1. Presentation & Project demo before the deadline of iteration 2 submission. [Here](https://drive.google.com/drive/folders/1yQ6E-4Uwhan4b86T0aI-czxylH6BTkXm) is the presentation and project demo we did in the past iterations, you can do the presentation and project demo together within one video.
   2. ~~Update~~ [~~SDD~~](https://docs.google.com/document/d/1b-bF61BuiQvYCjgj7PA3AlXc0CFc7sb4/edit)~~’s “Security Design” based on professor’s feedback before the deadline of iteration 2 submission.~~
   3. Change page permissions (will be done after iteration 2 submission).
2. Jean
   1. Finish [SDD](https://docs.google.com/document/d/1b-bF61BuiQvYCjgj7PA3AlXc0CFc7sb4/edit)’s “Design Patterns” and “Classes and Methods” before the deadline of iteration 2 submission. Prof mentioned that this is not a hard req. For iteration 2. But by the end(iteration 3) we should maybe list a couple of the most important. (see 10/09 recording at the 8:14 mark)
   2. Create and style profile.html that have favorites and personal pantry. (pantry component is ready in pantry.html)
3. Kyle
   1. Favorite recipe and recommended recipe feature created before the deadline of iteration 2 submission. (If have time during the weekend)
   2. Readme update before the deadline of iteration 2 submission.
4. Justin
   1. ~~Personal pantry feature completed (need to add it into index.html).~~
   2. ~~Update~~ [~~SDD~~](https://docs.google.com/document/d/1b-bF61BuiQvYCjgj7PA3AlXc0CFc7sb4/edit)~~’s database section if needed.~~
   3. \*Work on the favorite feature (if Kyle doesn’t have time).
5. Yanru/Grace
   1. ~~Update~~ [~~SDD~~](https://docs.google.com/document/d/1b-bF61BuiQvYCjgj7PA3AlXc0CFc7sb4/edit)~~’s “Software Architecture” & “UI design” based on professor’s feedback.~~
   2. ~~Finish the first version of the~~ [~~test report~~](https://docs.google.com/document/d/1UjEAglva7R6k7hfgKV4Qac_O96xPT_ynQN68FehExLY/edit) ~~before 10/10, Sunday night, ask for feedback from teammates before submission.~~
   3. ~~Refactor current app: about.html, search result handling when it’s blank, login/logout button show up depending on user status.~~
   4. \*Work on favorites button and similar button (if Kyle doesn’t have time).

**For all:**

1. Weekly progress report.
2. Update your user stories if needed.
3. Coding standards reminder when coding: docstring, Class names should use the CapWords convention; Function and variable names should use camelCase; unit test.

**CS673 Software Engineering**

**Team 1 Meeting Minutes**

**Week 4 (09/28 - 10/04)**

**Date and Time:** Saturday, 10/02, 12:30 PM - 1:40 PM (EST)

**Place**: Zoom

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

**Minutes taker:** Yanru Zhu

**Timekeeper:** Yanru Zhu

**Purpose:** Review of week 4, planning out tasks for week 5, discussion of iteration 2 requirements

**Agenda:**

1. Questions/comments from Aidan
2. Go through the user [story](https://www.pivotaltracker.com/n/projects/2531653) to make sure we are aligned with the features, what the feature does, and the assignee. Reassign [Andrew’s user story](https://www.pivotaltracker.com/story/show/179647201). Wireframe is [there](https://lucid.app/lucidchart/e43bb18e-998e-412d-8a71-ebcdbb20a884/edit?invitationId=inv_3a0b20f5-932b-495a-878b-23f26f5b59da&referringApp=slack&page=0_0#), we need to update how the personal pantry & recommended recipe works in the wireframe.
3. Iteration 2 assignments

**Discussions:**

1. Questions/comments from Aidan
   1. Store API key - Jean will work on that by using stashing & gitignore
   2. Requirement Leader - Justin (Justin has already been doing what a requirement leader should do)
   3. Meaningful commits should be put in. Anything merged into main should be working code without bugs.
   4. Auth0 - we trust Aidan with security so just use Auth0.
   5. HTML template for users logged in that is different than index - Jean will work on that
   6. Logout experience - what the doc describes looks great.
   7. \*Justin and Kyle will meet with Aidan to discuss the account database and how the favorite recipes and personal pantry feature can interact with it. “What user info can we get out of there and how?”
2. Andrew’s user story “[favorite recipe](https://www.pivotaltracker.com/story/show/179647201)” is assigned to Kyle.
3. Kyle demos how “[recommended recipes](https://www.pivotaltracker.com/story/show/179646538)” work right now.
   1. Need to change the favorite list to the profile page.
   2. Change recipe id to a button.
   3. Use machine learning to recommend a random one (icebox that).
4. Justin & Jean discuss how a personal pantry should work.
5. Iteration 2 assignments. (Details please check Action Items).

**Action Items:**

1. Aidan
   1. ~~User account creation & login & logout feature building up for before the deadline of iteration 2 submission.~~
   2. Presentation & Project demo before the deadline of iteration 2 submission. [Here](https://drive.google.com/drive/folders/1yQ6E-4Uwhan4b86T0aI-czxylH6BTkXm) is the presentation and project demo we did in the past iterations, you can do the presentation and project demo together within one video.
   3. Update [SDD](https://docs.google.com/document/d/1b-bF61BuiQvYCjgj7PA3AlXc0CFc7sb4/edit)’s “Security Design” based on professor’s feedback before the deadline of iteration 2 submission.
2. Jean
   1. Create a PR to hide API keys.
   2. Create HTML templates that Aidan asked for.
   3. Front-end development (Let Grace know what she can work on if needed).
   4. Finish [SDD](https://docs.google.com/document/d/1b-bF61BuiQvYCjgj7PA3AlXc0CFc7sb4/edit)’s “Design Patterns” and “Classes and Methods” before the deadline of iteration 2 submission.
   5. Update SPPP if needed.
3. Kyle
   1. Favorite recipe and recommended recipe feature created before the deadline of iteration 2 submission.
   2. Readme update before the deadline of iteration 2 submission.
4. Justin
   1. Personal pantry feature created before the deadline of iteration 2 submission.
   2. Update SPPP if needed.
5. Yanru/Grace
   1. Update [SDD](https://docs.google.com/document/d/1b-bF61BuiQvYCjgj7PA3AlXc0CFc7sb4/edit)’s “Software Architecture” & “UI design” based on professor’s feedback before the deadline of iteration 2 submission.
   2. Finish the first version of the [test report](https://docs.google.com/document/d/1UjEAglva7R6k7hfgKV4Qac_O96xPT_ynQN68FehExLY/edit) before 10/10, Sunday night, ask for feedback from teammates before submission.
   3. Update SPPP if needed.
   4. Help with front-end development.

**For all:**

1. Weekly progress report.
2. Update your user stories if needed.
3. Coding standards reminder when coding: docstring, Class names should use the CapWords convention; Function and variable names should use camelCase.

**CS673 Software Engineering**

**Team 1 Meeting Minutes**

**Week3 (09/21 - 09/27)**

**Date and Time:** Saturday, 09/25, 12:30 PM - 14:00 PM (EST)

**Place**: Zoom

**Participants:** Andrew Fish, Jean Shalenkova, Justin Fanning, Kyle Mabry, Yanru Zhu, Erhan Aslan, Yuting Zhang

**Minutes taker:** Kyle Mabry

**Timekeeper:** Kyle Mabry

**Purpose:** Review of week 2, planning out tasks for week 3, discussion of iteration 1 requirements

**Agenda:**

1. Code/... : runnable source - Current status of the code and code assignments - use stories: try to finish before next T.M. (random checkup during the week)
2. Discuss approach for various sections?
3. README Update ? - Kyle
4. [SPPP](https://docs.google.com/document/d/1tyz7XQUj_klupyI85l6bEhwMsBlASTLptq9FQ-e93F4/edit) Update - Justin - timeline ; Jean; Grace (Yanru) - config
5. Meeting minutes - Kyle
6. [Progress Report](https://docs.google.com/spreadsheets/d/1WM-jalqWIv334X2p8E-SoUWdZvgbV4w64Ceo4kXd8es/edit) - please complete on time
7. User Stories (discuss, can pick some of them from the icebox) - ? - need to revise it (whoever assigned) - target: sunday, latest:midday monday
8. [SDD](https://docs.google.com/document/d/1b-bF61BuiQvYCjgj7PA3AlXc0CFc7sb4/edit?rtpof=true) (especially the first three items) -?
9. Presentation Iter 1 - Grace (Yanru)
10. A project demo video - Grace (Yanru)

**Discussions:**

1. This week’s meeting was recorded.
2. Professor and TA were present for the meeting to assist with any questions.
3. Take a look at the code skeleton Jean has written and potentially have a review session to go over questions we might have.
4. Assigned people to take on specific user stories this week in pivotal tracker (see pivotal tracker for assignments).
5. Discussed our database needs and potentially using Mango or SQLlite. We might want to use two databases, one for user info and another for recipe storage (more secure this way).
6. Discussed login/new user generation development and Justin will be leading this.
7. Assigned people to specific tasks to accomplish before Sunday, 26th @ 10pm
8. This week everyone should have some coding work to do as per our user story assignments.

**Action Items:**

1. ~~Update README.md – Kyle~~
2. ~~SPPP – Justin, Jean, Grace~~
3. ~~Meeting minutes – Kyle~~
4. Progress report – all team members, justin to submit
5. Userstories – all team members to revise their assigned user stories
6. SDD – \*\*\*Someone needs to do this\*\*\*
7. ~~Presentation\_iter1 – Grace (let us know if you need any help with this).~~
8. Runnable source code – all team members to review, Jean to provide help if needed
9. ~~Project demo video – Grace (let us know if you need any help with this).~~

**CS673 Software Engineering**

**Team 1 Meeting Minutes**

**Week 2 (09/14 - 09/20)**

**Date and Time:** Saturday, 09/18, 12:30 PM - 14:00 PM (EST)

**Place**: Zoom

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

**Minutes taker:** Justin Fanning

**Timekeeper:** Justin Fanning

**Purpose:** Review of week 1, planning out tasks for week 2, discussion of iteration 1 requirements

**Agenda:**

1. Check that everyone has been able to set up the programming environment
2. Go over the SPPP feedback and assign revision tasks
3. Discuss skeleton code / how we will work on the code base this week
4. Discuss/Assign user stories, SSD, presentation for iter1, project demo
5. Assignment Reminder: week 2 progress report, quiz 1, lab 2

**Discussions:**

1. **Programming Environment**
   1. Everyone successfully set up the environment as per Jean’s instructions
2. **SPPP Document Review**
   1. Comments were straightforwards, sections will be updated by their previously assigned owners
3. **Skeleton Code Discussion**
   1. Develop templates for main pages
      1. Recipe page
      2. Index page
      3. About page
      4. Header and Footers
   2. Main Files
      1. Search - from spoontacular.API
      2. App file - page routes
      3. Search Functionality - Spoon.
         1. Welcome joke
         2. Recipe by ingredient, comma separated list
         3. Get random recipe
         4. Get recipe info via recipe id
         5. Visualize recipe - spoon. Widget
      4. Serve search results - to recipe page
         1. List of ingredients and recipes from spoon.
         2. Route for displaying recipes
      5. Get get/post routes for Spoon API
   3. Later additions
      1. User accounts
         1. Storage for ingredients
         2. Storage for saved recipes
   4. Code development
      1. A code skeleton will be developed
      2. Required classes, methods, etc, will be commented so that other can pick them up to work on over the week
4. **User Stories**
   1. Use lab 2 as an opportunity to fill in potential stories
   2. Will go over what was created, and the code skeleton this week to revise and refine UserStorier for this iteration
5. **SSD Document**
   1. For this iteration: try to fill in sections that match our project progress (avoid speculating on things that may change widely by the end of the project)
6. **Projection code base protection**
   1. Branch off main for every feature to be developed
      1. git checkout fileorfeaturename-develop
      2. git push origin yourbranchname
   2. Enact protection on main to require a review before merging
7. **General**
   1. Jean will be traveling 9/26 till 9/27 or 28, will then be +7hrs on EST

**Action Items:**

1. Aidan Duffy
   1. Finish Lab 2 by Tuesday 9/21 @ 6am EST - Note: reference above notes and code skeleton for stories that can we can use moving forward
   2. ~~Update the weekly~~ [~~progress report~~](https://docs.google.com/spreadsheets/d/1WM-jalqWIv334X2p8E-SoUWdZvgbV4w64Ceo4kXd8es/edit#gid=903898546) ~~by Monday 9/20 @ 12pm EST~~
   3. Look into the [SDD](https://docs.google.com/document/d/1b-bF61BuiQvYCjgj7PA3AlXc0CFc7sb4/edit) and work on sections that apply to your area - Security
   4. When code skeleton is assembled, find pieces to work on
2. Andrew Fish
   1. Finish Lab 2 by Tuesday 9/21 @ 6am EST - Note: reference above notes and code skeleton for stories that can we can use moving forward
   2. Update the weekly [progress report](https://docs.google.com/spreadsheets/d/1WM-jalqWIv334X2p8E-SoUWdZvgbV4w64Ceo4kXd8es/edit#gid=903898546) by Monday 9/20 @ 12pm EST
   3. Look into the [SDD](https://docs.google.com/document/d/1b-bF61BuiQvYCjgj7PA3AlXc0CFc7sb4/edit) and work on sections that apply to your area
   4. When code skeleton is assembled, find pieces to work on
3. Jean Shalenkova
   1. Finish Lab 2 by Tuesday 9/21 @ 6am EST - Note: reference above notes and code skeleton for stories that can we can use moving forward
   2. Update the weekly [progress report](https://docs.google.com/spreadsheets/d/1WM-jalqWIv334X2p8E-SoUWdZvgbV4w64Ceo4kXd8es/edit#gid=903898546) by Monday 9/20 @ 12pm EST
   3. Look into the [SDD](https://docs.google.com/document/d/1b-bF61BuiQvYCjgj7PA3AlXc0CFc7sb4/edit) and work on sections that apply to your area - Database Design
   4. Revisions to [SPPP](https://docs.google.com/document/d/1tyz7XQUj_klupyI85l6bEhwMsBlASTLptq9FQ-e93F4/edit) based on comments
   5. Develop the initial code skeleton
   6. For Next week: Put together a video of code demo for end of the iteration
4. Justin Fanning
   1. Finish Lab 2 by Tuesday 9/21 @ 6am EST - Note: reference above notes and code skeleton for stories that can we can use moving forward
   2. Update the weekly [progress report](https://docs.google.com/spreadsheets/d/1WM-jalqWIv334X2p8E-SoUWdZvgbV4w64Ceo4kXd8es/edit#gid=903898546) by Monday 9/20 @ 12pm EST
   3. Look into the [SDD](https://docs.google.com/document/d/1b-bF61BuiQvYCjgj7PA3AlXc0CFc7sb4/edit) and work on sections that apply to your area
   4. Revisions to [SPPP](https://docs.google.com/document/d/1tyz7XQUj_klupyI85l6bEhwMsBlASTLptq9FQ-e93F4/edit) based on comments
   5. When code skeleton is assembled, find pieces to work on
   6. Make sure that the progress report is updated for this week - Monday 9/20 @ 5pm EST
5. Kyle Mabry
   1. Finish Lab 2 by Tuesday 9/21 @ 6am EST - Note: reference above notes and code skeleton for stories that can we can use moving forward
   2. Update the weekly [progress report](https://docs.google.com/spreadsheets/d/1WM-jalqWIv334X2p8E-SoUWdZvgbV4w64Ceo4kXd8es/edit#gid=903898546) by Monday 9/20 @ 12pm EST
   3. Look into the [SDD](https://docs.google.com/document/d/1b-bF61BuiQvYCjgj7PA3AlXc0CFc7sb4/edit) and work on sections that apply to your area
   4. Revisions to [SPPP](https://docs.google.com/document/d/1tyz7XQUj_klupyI85l6bEhwMsBlASTLptq9FQ-e93F4/edit) based on comments
   5. When code skeleton is assembled, find pieces to work on
6. Yanru Zhu
   1. ~~Finish Lab 2 by Tuesday 9/21 @ 6am EST - Note: reference above notes and code skeleton for stories that can we can use moving forward~~
   2. ~~Update the weekly~~ [~~progress report~~](https://docs.google.com/spreadsheets/d/1WM-jalqWIv334X2p8E-SoUWdZvgbV4w64Ceo4kXd8es/edit#gid=903898546) ~~by Monday 9/20 @ 12pm EST~~
   3. Look into the [SDD](https://docs.google.com/document/d/1b-bF61BuiQvYCjgj7PA3AlXc0CFc7sb4/edit) and work on sections that apply to your area
   4. ~~Revisions to~~ [~~SPPP~~](https://docs.google.com/document/d/1tyz7XQUj_klupyI85l6bEhwMsBlASTLptq9FQ-e93F4/edit) ~~based on comments~~
   5. When code skeleton is assembled, find pieces to work on
   6. For Next Week: presentation for iteration 1
7. Assignments/Quizzes Due
   1. Lab 1 Due: Tuesday 9/21 @ 6am EST
   2. Quiz 1 Due: Tuesday 9/21 @ 6am EST

**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~~