**CS673 Software Engineering**

**Team 4 Meeting Minutes**

**Week 1 (05/11 - 05/18 )**

**Date and Time:** 5/13/21 @ 11AM EDT (UTC -5:00)

**Place**: “The Cloud”

**Participants:** Ray, Danny, Josephine, Huimin, Chen, Zixia

**Minutes taker:** Danny

**Timekeeper:**

**Purpose:** Greeting, share skills strengths to figure out roles

**Agenda:**

**Discussions:**

* Prof. Zhang suggests using flask instead of Django
* Flask is more simple, basic things but easier to set up and get running
* Django is more complicated but can do more
* Django and Flask have their own front-end (simple) or link with React
* **Decision:** Use flask with JS frontend, rotating meeting minutes taker based off template in folder, make sure to set agenda ahead of time so people can be prepared
* **Suggestion:** break into sub-groups for accountability/scheduling and working on related sub-project tasks

What type of project should we make? Mobile app? Website? etc

* if we are using flask it will be most simple to develop a web app, than can be accessed on PC or phone browser
* Past project: course review website, flight search engine, social media product site. Output isn’t critical to have cool features, keep it simple to start with so goals can be achieved

*Chen’s project idea*

* Web app to track the calories. Username and password, every user can track foods and suggested better food options to replace hi-cal items. Blog to share user experience and encouragement. Maybe we can use this to obtain food data *(*[*https://fdc.nal.usda.gov/api-guide.html*](https://fdc.nal.usda.gov/api-guide.html)*)*

*Ray’s Idea*

* Flight price tracker
* Need to collect ideas today for projects, final vote by tomorrow
* Pytest or pyunit for unit test, selenium for systems testing
* Agile-derivative for organization (1 week sprint-like breakdown)

**Action Items:**

* Post project ideas and short description into document

**Date and Time:** 5/16/21 @ 11AM EDT (UTC -5:00)

**Place**: “The Cloud”

**Participants:** Ray, Danny, Josephine, Huimin, Chen, Zixia

**Minutes taker:** Josephine

**Timekeeper: 1.5 hours**

**Purpose:** Lab1 Tasks, Iteration0 Items to be completed

**Agenda:**

1. Complete lab1 for assignment 1.
2. Fill a row in the project progress report for assignment 1.
3. Merge the lab1 branch into the master branch and delete lab1.
4. Finalize the role to work in different parts of SPPP document.
5. Who is responsible for taking the meeting minute today.
6. Who is responsible for making the project presentation.
7. Who is responsible for writing the summary in the progress report.
8. Who is responsible for writing a draft of the readme.md on GitHub.
9. Create a release of iteration 0 submission on GitHub.
10. Defect Management Tool.
11. Coding Standard.

**Discussions:**

* Calorie Tracker for our project
* Lab1 submission.
* Lab1 branch merge and deletion of lab1.
* Merge Roster Team File to GitHub.
* SPPP Document
* Project Presentation.
* Requirements for the Calorie Tracker.
* Pair Programming process (divide into sub-groups).
* **Decision:**

1. Selected the Calorie Tracker for our project.
2. Everyone has to commit the change of the team.md and submit it to GitHub.
3. Huimin will do the merge to the finialization ( Lab1 and Roster Team File).
4. Primary Functions for the Calorie Tracker:

* To let the user enter the food type and food weight, the application will return the calories of the food and the total calories of the meal and display a warning if the total calories is over.
* To let the user enter the age, weight and height and the application will calculate the BMI, then the application will recommend some food or amount of calories the user can take.

1. SPPP Document :

* *Overview* ( Chen did it)
* *Related Work* ( Ray will write for this part and Huimin will do the research).
* *Function Requirement* ( Chen will do it). He needs to rewrite the functional requirements that Ray suggested in the meeting.
* *Management Plan* :

1. Process Model - we decided to use Agile (Ray will do this part).
2. Objectives and Priorities - (Danny will do this part). Ray will do some research for it and will send it to Danny.
3. Risk Management - (Danny will do this part).
4. Monitoring and Controlling Tools and Mechanisms - (Josephine will fill it out the links).
5. Timeline - (Chen will do this part). He needs to fill out the Timeline table and create a presentation.

* Quality Assurance Plan ( Josephine will this part)
* Configuration Management Plan ( Zixia will do this part).

1. We divide into the following subgroups for future work on different areas :

Group 1 : Ray and Josephine

Group 2 : Danny and Zixia

Group 3 : Chen and Huimin

1. We are not sure if we have to do the presentation for iteration0, Ray will follow it up.
2. We decided we will use Git issues for the bug defect tool. Maybe we will use a pivotal tracker to track the bug result as well.
3. We will use PEP-8 for coding standards.
4. Ray will be responsible for writing the summary of the progress report.
5. Huimin will do the draft of the readme.md file.
6. Will have a 30 minutes team meeting tomorrow morning to wrap up for iteration 0.
7. Meeting minute ( Josephine did it today).

**Suggestion:**

1. For the Calories Tracking, the following suggestion has been made :

* The application can judge if the meal’s calories are too high and give

some food recommendations to the user.

1. Submission the Iteration0

* Not sure how to submit the iteration0( files, documentations and presentations). Ray will figure this out.

**Concerns :**

1. Not sure if we have to create a presentation for Iteration 0.
2. How to submit the iteration0 (do we have to create a release for it?)
3. What files, documentations or presentations we have to submit for iteration 0?

**Action Items:**

1. Ray

* Commit the change on team.md and submit it to GitHub.
* Fill a row in the project progress report for Assignment 1.
* Write a summary for the progress report.
* Figure out if we need a presentation for iteration 0.
* Figure out what we need to submit for iteration 0.
* Figure out how to submit the iteration 0.
* Review all the documents.
* SPPP Document:

a. Related Work

b. Management Plan (a. Process Model)

c. Management Plan (b. Objectives and Priorities)

* Ray will do some research on this topic and send it to Danny.

1. Danny

* Commit the change on team.md and submit it to GitHub.
* Fill a row in the project progress report for Assignment 1.
* SPPP Document:

1. Management Plan (b. Objectives and Priorities)
2. Risk Management
3. Josephine

* Commit the change on team.md and submit it to GitHub.
* Fill a row in the project progress report for Assignment 1.
* SPPP Document:

1. Monitory and Controlling Tools and Mechanisms
2. Quality Assurance Plan
3. Chen

* commit the change on team.md and submit it to GitHub.
* Fill a row in the project progress report for Assignment 1.
* SPPP Document:

1. Function Requirement (need to rewrite the functional requirements in the format that Ray had mentioned in the meeting).
2. Timeline ( need to fill out the table and create the presentation).
3. Huimin

* commit the change on team.md and submit it to GitHub.
* Fill a row in the project progress report for Assignment 1.
* Merge the Lab1 branch into the master branch and delete lab1.
* Merge the branch and file to the finalization ( Lab1 and Roster Team File).
* Will do the draft of readme.md for iteration 0.
* SPPP Document:

1. Related work ( will do the research part).
2. Zixia

* commit the change on team.md and submit it to GitHub.
* Fill a row in the project progress report for Assignment 1.
* SPPP Document:

1. Configuration Management Plan