**CS673 Software Engineering**

**Team 4 Meeting Minutes**

**Week 6 (06/16 - 06/22)**

**Date and Time:** 06/16/21 @ 8:45 PM EDT (UTC -5:00), 06/21/21 @ 11:30 AM EDT (UTC -5:00)

**Place:** “The Cloud”

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

**Minutes taker:** Zixia Zhou

**Timekeeper:** 2 hours

**Agenda:**

Iteration 3 Deliverables

Iteration 3 Presentation

Code Revisions

Final review of all documents

**Discussions:**

Bug fixes

Task assignment for iteration 3

**Decision:**

1)Josephine, Chen & Danny will complete the Requirement analysis(e.g. overview of functional requirements using use case diagrams, user stories, related metrics such as total # of planned/completed user stories/points, how your project tracks requirements and handles requirement changes, nonfunctional requirements etc)

2)Ray will complete the Design( e.g. the software architecture, database design, classes, design patterns, important algorithms used)

3)Ray&Danny will complete the Implementation(e.g. project structure, code examples, any special tools, experience, or techniques used, refactoring examples) and Deployment

4)Josephine will complete the Testing part(e.g. types of testing, test case examples, testing metrics, such as testing coverage, test pass rate, defect density or fix rate etc)

5)Zixia will complete the security.

6)Huimin will update the read.me file

**Action Items:**

**Josephine:**

1)Clean up and update the User Stories for iteration 3

2)Set up Selenium, use it to write system testing for all the features based on the pivotal tracker's requirements.

- Execute the tests

- Generate the test report

- Write the integration testing report

- Write the system testing report

- Execute the system tests to help developers for debugging

3)Write the Requirements Analysis slides and Testing slides for the PPT presentation

Record the presentation for testing part

Added Classes and Methods session in SDD Document

**Ray:**

1)Finalize all aspect of PT and reports.

2)Revise class diagram

3)Implementation - Completed code to perform input validation and error handling, deploy to Heroku.

4)Develop selenium test code and test reports.

5) Communication - Continued use of Zoom meetings and regular correspondence using Slack.

6)Environment Config - Modify code to deploy to Heroku.

7) Worked extensively on final PPT presentation.

**Danny:**

1)design data validation strategy

2)write data validation methods for forms, bug fixes

3)tests for data validation

4)final presentation organization and planning

5)branch pruning and management, release preparation

**Huimin:**

Update SDD file and PPT for iteration 3

**Chen:**

Change and update in pivotal tracker and SPPP and SDD document, change some code

**Zixia:**

Update the Security of SDD and PPT. take meeting minutes

**Week 5 (06/09 - 06/15)**

**Date and Time:** 06/11/21 @ 11:30 AM EDT (UTC -5:00)

**Place**: “The Cloud”

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

**Minutes taker:** Zixia Zhou

**Timekeeper: 1.5 hours**

**Agenda:**

Test Demo app.

Integration project branch.

**Discussions:**

1. Establish Classes for Meal and Food Item for our project
2. Iteration 2 submission.
3. Project Presentation.
4. Prof reminds us we need a test report.

**Decision:**

We have three meetings this week, first on Wednesday 06/11, second and third on Thursday 06/14. Meeting focuses on iteration 2 works.

1. Demo app, the code is on ‘crudcode’ branch in GitHub.
2. Huimin learn wire frames from balsamiq.cloud
3. Huimin adds a README file with full functionality and design explanation
4. Chen and Zixia Update Pivotal Tracker for new Responsibilities & Tasks foriteration2 and upcoming iteration3
5. iteration 2 presentation video - Huimin&Chen
6. Ray and Josephine prepared the PPT of iteration 2

**Action Items:**

1. Revised Class Diagram - Ray
2. System Architecture, Database schema diagram - Ray
3. Connect Reg/Login, USDA API, and CRUD modules into one app - Ray
4. fixed the update calories issue- Ray
5. Update README file with instruction to run app - Danny
6. finalize class diagram and backend implementation plans - Danny
7. classes & subclasses written to contain backend methods - Danny
8. test functions begun for backend using pytest - Danny
9. Wire frames from Balsamiq - Huimin
10. Use case diagram - Josephine
11. Test Report - Josephine
12. README file with full functionality and design explanation - Huimin&Chen
13. Create admin to login to retrieve the user data, edit the user data and delete the user - Josephine
14. Update Pivotal Tracker for new Responsibilities & Tasks foriteration2 -Chen
15. Update the meeting minutes -Zixia Zhou
16. Down the PPT of iteration 2 -Ray ,Josephine
17. iteration 2 presentation video - Huimin&Chen (Danny assisted)
18. Update the SPPP doc - all team members.
19. Iteration 2 Release On GitHub -- Huimin

**Week 3 (05/25 - 06/1)**

**Date and Time:** 5/26/21 @ 8:45 PM EDT (UT -5:00)

**Place**: “The Cloud”

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

**Minutes taker:** Huimin Diao

**Timekeeper:** 1 hour

**Purpose:** Set SDD for Iteration 1, decide our project name

**Agenda:**

1. Iteration 1
2. Who is responsible for taking the meeting minute today
3. Who is responsible for writing a draft of the readme.md on GitHub
4. Each member’s work in SDD file
5. Decide project name
6. Update Call Agenda

**Discussion:**

1. We have two meetings this week, one on Wednesday 05/26, another one on Thursday 05/27. Today’s meeting focuses on iteration 1 works.
2. Everyone suggests a project name, then vote for favorites.
3. Assign everyone’s work for iteration 1
4. Decide next meeting time

**Action Items:**

1. Team SDD File:

Introduction -- Ray

Software Architecture -- Danny

Database Design -- Chen

Security Design -- Zixia

Design Design -- Ray

Key Algorithms -- Huimin

UI Design -- Josephine

1. Vote for our project name -- **MyDietHub**
2. Meeting Minutes -- Huimin
3. README.md File -- Huimin
4. SPPP Reqs section -- Chen
5. SPPP clarify Reqs -- Ray
6. Progress Report -- Everyone
7. Presentation -- Ray & Josephine
8. Runnable Source Code --

Login /Registration - Ray & Josephine

Frontend UI - Huimin & Chen

Backend - API calls, Functionality & DB - Danny & Zixia

1. Project Demo Video -- Ray & Josephine
2. Iteration 1 Release On GitHub -- Huimin

**Date and Time:** 5/27/21 @ 11:00 PM EDT (UT -5:00)

**Place**: “The Cloud”

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

**Minutes taker:** Huimin Diao

**Timekeeper:** 1 hour

**Purpose:** Look through user stories, Go through whole process in Project, Design Project UI

**Agenda:**

1. User flow -- Simulate the whole process of Project
2. Design web page UI

**Discussion:**

1. According to our user stories and essential functions, our team simulates the whole process/user flow of the project.
2. Design the project UI, we decided to have three basic pages, The initial page-- landing page, Main page -- (Home page and Subpage), User page -- User profile page.

**Action Items:**

1. Team SDD File:

Introduction -- Ray

Software Architecture -- Danny

Database Design -- Chen

Security Design -- Zixia

Design Design -- Ray

Key Algorithms -- Huimin

UI Design -- Josephin

2. Meeting Minutes -- Huimin

3. README.md File -- Huimi

4. Revise/Refine Reqs on SPPP -- Ray

5. Progress Report -- Everyone

6. Presentation -- Ray & Josephine

7. Runnable Source Code --

Login /Registration - Ray & Josephine

Frontend UI - Huimin & Chen

Backend - API calls, Functionality & DB - Danny & Zixia

8. Project Demo Video -- Ray & Josephine

9. Iteration 1 Release On GitHub -- Huimin

**Week 2 (05/18 - 05/25)**

**Date and Time:** 5/19/21 @ 10:45AM EDT (UTC -5:00)

**Place**: “The Cloud”

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

**Minutes taker:** Chen

**Timekeeper: 0.75 hours**

**Purpose:** Iteration1 Items to be completed, subteam

**Agenda:**

1. Iteration0 -- various docs need to be completed.
2. SPPP document needs to be updated.
3. Requirements need some change -- Chen.
4. Iteration1 -- Assign code tasks and sub-team

1. Ray and Josephine work on the registration.

2. Danny and Chen work on flask.

3. Huimin and Zixia work on user data.

**Discussion:**

Meeting time:

We will have group meetings 3times/week, on Wednesday, Friday and Sunday.

Wednesday’s meeting mainly worked on tasks after class.

Friday’s meeting mainly to ensure everything works in the right way.

Sunday’s meeting mainly to summarize before submission.

**Action Items:**

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

**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

**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