CS673 Software Engineering
Team 6 : College Street
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 12

Date and Time: 12/6/2023 5PM
Place: Zoom
Participants: Everyone
Minutes taker: Aishwrya
Timekeeper: Subhajit
Purpose: Final recheck
Agenda:
- **Issues**
- **General Follow-up**
- **FE follow-up**
- **BE follow-up**
- **Final Documentation (G Assignment Iteration 3)**

Presentation Distribution
1.Project Overview -Aish
2.Backend Overview -Jeet
3.DevOps/Security -Xanthus
4.Frontend Overview (UI Design+Structure) -Steve
5.Frontend Implementation -Nick
6.Testing -Nidhi
7.Demo Showcase -Vedant

Documentation
1.SPPP/SDD - Steve rechecking with grading criteria and feedback from Iteration 2 to improve
2.STD -Nidhi recheck feedback and add more if FE/other testingneeded
3.STD -Jeet recheck feedback and add more if BE testing needed

Meeting 11

Date and Time: 12/1/2023 5PM
Place: Zoom
Participants: Everyone
Minutes taker: Nidhi
Timekeeper: Nick(Chenyang)
Purpose: Catch up 3.3 last implementation
Agenda:
- **Issues**
- **General/Design Follow-up**
- **FE follow-up**
- **BE follow-up**

Issues

-Login is not working properly. Need to resolve. -> Vedant, Steve

General Followup

-.edu restriction worked.-Aishwrya

FE Followup

-Direct Message is up, but need some debugging.
-Post can be changed and updated.

Meeting 10

Date and Time: 11/24/2023 5PM
Place: @PAL
Participants: Everyone
Minutes taker: Xanthus
Timekeeper: Vedant
Purpose: Catch up 3.1-3.2 implementations
Agenda:
- **Issues**
- **General/Design Follow-up**
- **FE follow-up**
- **BE follow-up**

Issues+FE

-Comment feature needed to be dropped and changed due to time constraints, and its complexity to implement.
-We decided to change comment feature and substitute with direct message beta feature, which is more efficient and better for keeping user information exchanging remain secrecy. ->Vedant, Nick and Steve will take care of this, with Vedant is leading.

-Nidhi testing FE part and E2E.

General Followup
-as for .edu restriction -> aishwrya and steve work on this
BE Followup
-Jeet/Xanthus testing BE parts.

<center>**Meeting 9**</center>

Date and Time: 11/17/2023 5PM
Place: Zoom
Participants: Jeet, Nidhi, Vedant, Steve, Aishwrya
Minutes taker: Theerarun (Steve)
Timekeeper: Theerarun (Steve)
Purpose: Get Server up running, and connect to FE
Agenda:
- **Issues**
- **General/Design Follow-up**
- **FE follow-up**
- **BE follow-up**
- **Documentation (G Assignment Iteration 3)**

Issues
Local Dev. can connect to server ✅
1.Documentation:
Readme.md for Serverside Local Dev. need upgrade. (Steve)
2.Serverside:
ProductPost Api (cloudinary update)
3.FE:
Navigation to /marketplace is not working: Bug need fix. (Nidhi + Steve)

FE-Followup
Profile : (Steve) Edit button and edit feature update.
Search : Need to be checked
Direct Message : Nick will work on it the next iteration.
What we need to finish up by Iteration 3.1 (Sunday 19th)
      1.About Page (Nick) -> Photos
      2.Contact Page (Nick) -> Form submit + email
      3.User Profile Update (Steve) + Color UI

4.Registration (Vedant+Jeet Email Verification is for Iteration 3)
5.Update Post + Delete Post (Vedant)
6.Search

BE-Followup
What we need to finish up by Iteration 3.1:
New API on products
**Delete Product (Xanthus)
Update Product (New Week)
Forget Password API (Aishurya)
Email Verification(Jeet)
Email Restriction (edu only - aishwrya)

Deployment FE is ready
Deployment BE is still looking for a good way to not cost so much.

Testing
BE Testing (Jeet) - unittest fw
FE Testing (Nidhi)

Documentation
BE server documentation for setup need more detail (Jeet)

Other Note
Iteration 3: Expected full features which we can implement and resolve

Filters for search
Bookmark products (optional)
Direct dm - chat integration
User profile
Coloured UI
UI changes to the product page (when the user opens a product)
Verification emails (.edu emails only)
Reporting a post(product)/user (preferable: post)
Forgot password

Queries and errors to be resolved for various functionalities:
A) When user tries to register using same email which is already in the BE then it

should give the user an error

B) if user uses some different email type other than .edu email then it should give the user an error

C) After user logs in, it should direct the user directly to the marketplace place and not landing page.

D) After user deletes the product, the user should land on the marketplace page.

Meeting 8

Date and Time: 11/12/2023 5PM
Place: Zoom
Participants: Jeet, Nidhi, Vedant, Xanthus, Steve, Aishwrya
Minutes taker: Theerarun (Steve)
Timekeeper: Theerarun (Steve)
Purpose: Followup on iteration 2,
Agenda:
- **Issues**
- **General/Design Follow-up**
- **FE follow-up**
- **BE follow-up**
- **Documentation (G Assignment Iteration 3)**

Issues
Connection with Front-end and back-end -> Clear

General
Expect this iteration 3.1 to end by Friday, 17th.
Next Meeting Friday,17th 5pm-7pm

FE-Followup
Profile : Steve is working on it.
Search : Need to be checked
Direct Message : Nick will work on it the next iteration.
What we need to finish up by Iteration 3.1
      1.About Page (Nick) -> Photos
      2.Contact Page (Nick) -> Form submit + email
      3.User Profile Update (Steve) + Color UI
      4.Registration (Vedant+Jeet Email Verification is for Iteration 3)
      5.Update Post + Delete Post (Vedant)

6.Search

3.2-3.3
Bookmark/WishList
DM : Web Socket Framework for chatting. (Vedant work on the UI)

BE-Followup
What we need to finish up by Iteration 3.1:
New API on products
**Delete Product (Xanthus)
Update Product (New Week)
Forget Password API (Aishurya)
Email Verification(Jeet)
Email Restriction (edu only - aishwrya)

Deployment FE is ready
Deployment BE is still looking for a good way to not cost so much.

Testing
BE Testing (Jeet) - unittest fw
FE Testing (Nidhi)

Documentation
BE server documentation for setup need more detail (Jeet)

Other Note
Iteration 3: Expected full features which we can implement and resolve

Filters for search
Bookmark products (optional)
Direct dm - chat integration
User profile
Coloured UI
UI changes to the product page (when the user opens a product)
Verification emails (.edu emails only)
Reporting a post(product)/user (preferable: post)
Forgot password

Queries and errors to be resolved for various functionalities:
A) When user tries to register using same email which is already in the BE then it should give the user an error
B) if user uses some different email type other than .edu email then it should give the user an error
C) After user logs in, it should direct the user directly to the marketplace place and not landing page.
D) After user deletes the product, the user should land on the marketplace page.

Meeting 7

Date and Time: 11/5/2023 2:30PM
Place: @PAL + Zoom (Hybrid)
Participants: Jeet, Nidhi, Vedant, Xanthus, Steve, Nick
Minutes taker: Theerarun (Steve)
Timekeeper: Theerarun (Steve)
Purpose: Followup on iteration 2,
Agenda:
- **Issues**
- **General/Design Follow-up**
- **FE follow-up**
- **BE follow-up**
- **Documentation (G Assignment Iteration 2)**

Issues
Connection with Front-end and back-end

General

FE-Followup
Profile : Steve is working on it.
Search : Need to be checked
Comment : Nick will work on it the next iteration.
What we need to finish up by Iteration 2:
      1.About Page (Nick)
      2.Contact Page (Nick)

3.User Profile Info (Steve)
4.Registration (Vedant+Jeet Email Verification is for Iteration 3)

BE-Followup
What we need to finish up by Iteration 2:
1.Registration+login
2.Connect BE-FE (Jeet)
3.Deployment (Xanthus+Jeet)

Testing
1.Testcases by Wednesday
2.Testunit by Wednesday

Documentation

Meeting 6
Date and Time: 11/3/2023 12:00PM
Place: @Zoom
Participants: Jeet, Nidhi, Vedant, Xanthus, Steve, Aishwarya, Nick
Minutes taker: Theerarun (Steve)
Timekeeper: Theerarun (Steve)
Purpose: Followup on iteration 2,
Agenda:
- **Issues**
- **General/Design Follow-up**
- **FE follow-up**
- **BE follow-up**
- **Documentation (G Assignment Iteration 2)**

Issues
- **Committing issues,**
     We need to commit each feature to each end, aka. If you are committing new feature to FE then you should commit to the branch fe not to main. As well as, for the BE part, any feature updating in BE should be committed to BE branch.
- Template Issues,
     Vedant was able to clear out unrelated folders/files and clean up the coding

folder structure. We were having trouble understanding the use of committing to the main, miscommunication and the commits should not be one chuck.

- Serverside Issues,

BE team had imported codes from server-side to the repo that was the iteration 1 issues that we use 3rd-party services outside.

General
- UI Mockup

Vedant will finish up ui design without/color by sunday. For comments,search, and profile view.

FE-Followup
- FE features that need to be done : Profile Views (High) , Search Feature (Low Priority), Commenting(Low Priority)
- Steve works on Profile Views
- Search : Vedant
- Comment : Nick

BE-Followup

Documentation
- FE Documentation : Team Frontend will create readme file for feature documentation. (Steve , Nick, Vedant)
- BE Documentation : Team Backend (Aish) will create readme file for feature
- Iteration 2 : STD : We will work on Sunday. Nidhi(QA) will lead the Testing.
- Iteration 1 : SDD : Jeet/Steve will need to update the change to software architecture and design pattern.

Meeting 5
Date and Time: 10/13/2023 12:00PM
Place: @PAL
Participants: Jeet, Nidhi, Vedant, Xanthus, Steve, Aishwarya, Nick
Minutes taker: Theerarun (Steve)
Timekeeper: Theerarun (Steve)
Purpose: Followup on 1.2 , Prepare for the 1.3 to finish up Iter 1
Agenda:

- **User Stories**
- **Landing page**
- **General/Design Follow-up**
- **FE follow-up**
- **BE follow-up**
- **Documentation (G Assignment Iteration 1)**

User Stories
Nidhi, Aishw will help write-up user stories. Don't need to be meticulously, just enough to cover main business logic.

Landing Page
We have design. But we will need to update to the new ui design (steve finish by sunday 10/15)

G/Design Follow-up

FE follow-up
Nick - working on the search page, log-in (vedant)
Vedant - login page done by today.

BE follow-up
Catchup:
Xanthus:
Jeet -> Authentication, need to fix by 10/15
PostAPI end of Tuesday, and Jeet push the code to Wednesday morning. Deploy.

Documentation
1.Software Architecture -> Microservice architecture -> this friday 13th
2.Class Diagram -> BE will start in 1.3
3.UI Design -> 1.2 finish draft wireframe, 1.3 final ui
4.DB Design -> 10/12
5.Security Design -> privacy design (not need yet)
6.Business Logic and/or Key Algorithms -> Signin/out, Search/Browse, Post, Comment, Verification,(done) GPS(not yet)
7.Design Patterns -> Design System(Steve) 10/15

8.Introduction

Meeting 4

Date and Time: 10/8/2023 3:30PM

Place: @PAL

Participants: Jeet, Nidhi, Vedant, Xanthus, Steve, Aishwarya, Nick

Minutes taker: Theerarun (Steve)

Timekeeper: Theerarun (Steve)

Purpose: Followup on 1.1

Agenda:
- **User journey/flow**
- **Landing page**
- **General Follow-up**
- **FE follow-up**
- **BE follow-up**
- **Documentation**

User Flow/Journey
We have the wrong user-flow so far, but we fix it already in the meeting today.
Next stop, by 1.2 , Steve will build the design system, and Vedant will draft up UI Design.

Landingpage
We have the content already, but got stuck to how it should look. However, we decide to go with minimalist just to inform user in the first page before signin signup.
Next stop, by 1.2, we will have a complete look for landing/first page.

Front-end FL
Nick has not started, because we don't have a clear userflow yet. Now, 8th, we have a better understanding.

Back-end FL
Create db schema already
Authentication will be done by Wednesday 11th.
Next Tuesday, start writing API.

General FL

Domain is setup/site is online.
www.collegestreet.xyz

For iteration 1,
User can login/logout.
User can browse. (without search feature).
User post listing.
– User can create an account. (manually create - contact dev.)

Documentations
1.Software Architecture -> Microservice architecture -> this friday 13th
2.Class Diagram -> BE will start in 1.3
3.UI Design -> 1.2 finish draft wireframe, 1.3 final ui
4.DB Design -> 10/12
5.Security Design -> privacy design
6.Business Logic and/or Key Algorithms -> Signin/out, Search/Browse, Post, Comment, Verification, GPS
7.Design Patterns -> Design System(Steve)
8.Introduction

Meeting 3
Date and Time: 9/29/2023 12:00PM - 1:00PM
Place: @PAL
Participants: Jeet, Nidhi, Vedant, Xanthus, Steve
Minutes taker: Theerarun (Steve)
Timekeeper: Theerarun (Steve)
Purpose: Project Design/Implementation Kickoff
Agenda:
- Lab2 -> Project Tracker -> We are using Github Project -> update Lab2 just for the assignment purpose
- **User requirements analysis**
- **UX/UI**
- **Task Distribution**
    - **Environment Setup**
    - **Unit Test/QA**
    - **DevOps -> Deployment/Configuration/ FE-BE Connection**
This week should focus on requirements and design(finished for 80-90%). Iteration 1.1

We have 3 cycles
Iteration 1.2, review the design
Everyone should set up IDE environment, make sure it's able to work.
Iteration 1 : Accomplish
Login/out, UI, Simple Post
Iteration 1.1 —-- kickoff
Steve : help with ui and landing page and more research -> fe design system
Jeet + Xanthus : Buy and setup domain + Backend Code -> documentation if time is permit, Help Jeet with Backend and brush up on BE
Nidhi + Aish : Setup landing page and content in it.
Vedant + Nick : UI Design -> Frame -> B/W/G Frame -> userstories in ggdocs
Nick + Steve: FE start writing code -> folder structure/architecture -> documentation
Iteration 1.2 —-- tentative
Launch Landing page
User can login logout
User can post simple post picture+caption
Private beta release Deployment

Steve : Design Logo (priority: low) + Backup FE + Documentation and Finalize Design+User Stories
Jeet + Xanthus: set up all the BE/ architecture/everything -> enough for login/logout/simple post
Nidhi + Aish : writing BE code API
Vedant + Nick : writing FE code from design UXUI
Nick : Finish login/logout

Iteration 1.3 —-- tentative
FE/BE Finalize Post Feature
Final SDD + User Stories + User Requirement Analysis
Debugging
Unit-test

Iteration 2 —-- Public Beta
Filters
Comments
Create Account + User profile (Forget password , Activate account through Email)
Debugging
Unit-test

FAQ Section
Public Beta Deployment

Iteration 3 —–- Public
User Verification + User reports
GPS location
Public version Deployment

Github Folder just for the FE code
-> and link microservices to BE outside main repo

—> Project name :

Meeting 2

Date and Time: 9/24/2023 11:30AM - 12:30PM
Place: Zoom Meeting (Hybrid @PAL)
Participants: Jeet, Nidhi, Aishwarya, Vedant, Nick, Xanthus
Minutes taker: Theerarun (Steve)
Timekeeper: Theerarun (Steve)
Purpose: Project Proposal Meeting (2)
Agenda:
- Group Name
- Determine project name / idea
- Provide effort hours so far
- Finalize communication plan
- Find and discuss related works
- Google code ?
  - Create project site -> Github
  - File a test bug
  - Check in/out a test document
- Brainstorm requirements
- Discuss risks
- Determine an approach/process to use
- Assign roles
- Determine group name

Discussions:
Project Main-feature Ideas:
1.login/logout-> schedule event,
2.911 call/app
3.financial management system (nick)

4.study helper community -> post q/a , affirmation likes + login/logout

5.used textbook/papernote (study material) marketplace -> market place + search + tagging + dm (gps-location zillow-> report .. restricted to student

- Determine group name
  - Is this the same as project name? Not Yet
- Determine project name
  - ??? Student Marketplace
- Provide effort hours so far
  - Members will email hours spent so far to Steve
  - Need to decide start/end of week
    - Week starts Thursday, ends Wednesday 1PM -> Zoom meeting to End Iteration (30 Mins Small Meeting):
    - Weekly Meeting on 29th Friday, 11:30 (60-90 Minutes In-person Preferably)

- Finalize communication plan
  - Discord + Zoom Meeting/Inperson
  - Code + Stuff : Github - upload project implementations
  - ggdrive for reports track all documents (including agenda, minutes, etc)
- Find and discuss related works
  - Jeet - 3 platforms (FB Marketplace, Nextdoor, Craiglist)
  - Yin(Xanthus) - 3 chinese/japanese platforms(闲鱼(most widely used 2nd-hand C2C platform in China market), 孔夫子旧书网(focuses on 2nd-hand books), メルカリ(Japan's largest flea market app))
- Github
  - Create project site -> Created -> Please send id to jeet to add to the project git repository -> everyone on github
  - File a test bug
  - Check in/out a test document
  - GIT
    - We will use GIT
  - What license/API will we use?
    -
- Brainstorm requirements
  - Functional
    - User can create account /login-logout connect their student acc.
    - User can set filters for finding goods(University, Course, etc.)
    - User can post photos/post for their study materials
    - User can tag classtag to the post
    - User can pin gps-location
    - User can comment the post
    - User can report post/person

- - - ■ User can verify identity
      - ■ User can set the status of the post. (open/sold/on hold)

    - ○ Non-functional
      - ■ User can setup their profile
      - ■ User can view FAQ
    - ○
- ● Discuss risks
  - ○ New tools - //
  - ○ Schedules - work and home life
  - ○ Keep it simple/limit scope creep
  - ○ Originality - cheap, only student for now
  - ○ Multiple user functionality - no
  - ○ Limited time for project as a whole
- ● Project criteria
  - ○ Usefulness -
  - ○ Complexity -
  - ○ Originality -
- ● Determine an approach/process to use/framework
  - ○ Agile - weekly meetup, on friday. Zoommeeting on wed to catch up
  - ○ Implementation - FE (React) + BE (Python/?)
  - ○ Testing - Unit testing will figure it out (Manual/Automated) Weekly Manual, Lastly Automated
- ● Assign roles
  - ○ Steve - Leader
  - ○ Aish - Configuration Mgmt
  - ○ Vedant- Design/Product Implementation
  - ○ Jeet - Backend Lead
  - ○ Nick - Frontend Lead
  - ○ Nidhi - QA
  - ○ Yin(Xanthus) - DevOps (combine of FE/BE, domain, ...)
- ● Everyone throw project ideas/features + framework/lang in discord
- ● BE -> Python/RestAPI
- ● FE -> React/??
- ● Work on the report on Sunday

Meeting 1

Date and Time: 9/15/2023 11:30AM - 12:30PM
Place: Zoom Meeting
Participants: Jeet, Nidhi, Aishwarya, Vedant

Minutes taker: Theerarun (Steve)
Timekeeper: Theerarun (Steve)
Purpose: Project Kickoff Meeting (1)

Agenda:
- Determine group name
- Determine project name
- Provide effort hours so far
- Finalize communication plan
- Find and discuss related works
- Google code ?
  - Create project site -> Github
  - File a test bug
  - Check in/out a test document
- Brainstorm requirements
- Discuss risks
- Determine an approach/process to use
- Assign roles

Discussions:
Project Main-feature Ideas:
1.login/logout-> schedule event,
2.911 call/app
3.financial management system > talk to nick more

- Determine group name
  - Is this the same as project name? Yes
- Determine project name
  -
- Provide effort hours so far
  - Members will email hours spent so far to Steve
  - Need to decide start/end of week
    - Week starts Thursday, ends Wednesday -> Zoom meeting to End Iteration (30 Mins Small Meeting)
    - Weekly Meeting on Friday (60-90 Minutes In-person Preferably) -> Time Decide in Discord
- Finalize communication plan
  - Discord + Zoom Meeting
  - Code + Stuff : Github - upload and track all documents (including agenda, minutes, etc)
- Find and discuss related works
  -
  -

- Github
  - Create project site -> Created -> Please send id to jeet to add to the project git repository
  - File a test bug
  - Check in/out a test document
  - GIT
    - We will use GIT
  - What license will we use?
    -
- Brainstorm requirements
  - Functional
  - Non-functional
  -
- 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 -
  - Complexity -
  - Originality -
- Determine an approach/process to use/framework
  - Agile -
  - Implementation -
  - Testing -
- Assign roles
  - Steve - Leader
  - Aish - Configuration Mgmt
  - Vedant- Design/Product Implementation
  - Jeet - Backend Lead
  - Nick - Frontend Lead
  - Nidhi - QA
- Everyone throw project ideas/features + framework/lang in discord
- BE -> Python/RestAPI
- FE -> React/??
- Work on the report on Sunday

Key Decisions:
- Project name is
- code
  -
  -

- ○ Labels -
- ● Time tracking
  - ○ Week start on ?day
  - ○ Week end on ?rday
  - ○ Get time to Steve by noon on ?day
- ● Communication Plan
  - ○ Use Google group for email communication
  - ○ Use Trello for task tracking (to-do and complete) and discussions/brainstorming
  - ○ Use Google Code/Github for document and code repository, version control
- ● Roles assigned:
  - ○ Steve - Leader
  - ○ - Configuration Mgmt
  - ○ - Implementation
  - ○ - Backend
  - ○ - Frontend
  - ○ - QA

Action Items:
- ● Review terms of ?? license -
- ● Submit time to Steve by noon ?day -

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