**CS673 Software Engineering**

**Team 3 : Team Name**

**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 3**

**Date and Time:** 5/15/23 8:30 - 9:30PM

**Place**: Zoom

**Participants:** Alekhya Koppineni, Jasmine Hughes, Zuowen Tang, Edara Umamaheswar, Corydon Wood

**Minutes taker:** Edara Umamaheswar

**Time Keeper:**

**Purpose:** Finalize Project Ideas and Iteration 0 documents

**Agenda:**

* New team members share project ideas
* Review project Ideas, finalize topic and Project Planning
* Review tech stack
* Team Review of lab 1, merge lab 1 branch into main
* Team review of Iteration 0 submission, Presentation preparation
* Record Iteration 0 presentation
* Update CS673\_SPPP File

**Discussion :**

Discussion on finalizing the Project and review of lab1

Discussed on Tech stack for the Project, usage of Tools and CI/CD Pipeline

Adding tasks to members for sprint 1

* <https://cs673-team3.atlassian.net/jira/software/c/projects/TU673/boards/1>

Progress Report

**Action Items:**

- Complete Lab1, Review and Merge to main Branch

- Each Team member will work on CS673\_SPPP File

* <https://docs.google.com/document/d/14ZMzeMbKFzlwLHQJy1OMGzqSZUSt1Biwyl1AnQ0xzvE/edit>

- Work on Project Presentation (Team Leader + 1 member) and Record Iteration 0 presentation.

- Email Communication with Professor Regarding the Project Tech stack

- Updating the team3 - CS673\_SPPP\_RiskManagement File

* <https://docs.google.com/spreadsheets/d/1F7NgvEv7hx3lGqsx5UF1zMXdne4xvG91uIpnvxyj8Pw/edit#gid=0>

- Update ProgressReport\_team3 by each team member

* <https://docs.google.com/spreadsheets/d/1CZoWhFQ8K8UR4oie6tQeXG180uPy-x9xevVYOtcKPA0/edit#gid=903898546>

- Git Hub Branching Strategy

**Meeting 2**

**Date and Time:** 5/15/23 8 - 9 AM

**Place**: Zoom

**Participants:** Alekhya Koppineni, Jasmine Hughes, Zuowen Tang, Edara Umamaheswar, Corydon Wood

**Minutes taker:** Corydon Wood

**Time Keeper:** Corydon Wood

**Purpose:** Discuss Project Ideas and Iteration 0 documents

**Agenda:**

* Review Collaboration tools
* Discuss project ideas
* Assign iteration 0 documents

**Discussion:**

Discussed collaboration tools:

* Virtual Whiteboard - Miro
  + Project Ideation Board: <https://miro.com/app/board/uXjVMJGg7HA=/?share_link_id=140989704399>
  + Password: ZS!8#Gx$9JUgESY
* Team Communication: Zoom and Discord
* Document Repository: Google Drive
* Version Control: GitHub
  + Repository <https://github.com/BUMETCS673/CS673OLSum23Proj-sum23metcs673_team3>
* Work Item tracking Jira
  + <https://cs673-team3.atlassian.net/jira/software/c/projects/TU673/boards/1>

Added additional project ideas to the board

* Assigned Project documents to members to complete
* Discussed plan for evening meeting

**Action Items:**

- Work on project documents offline

- Complete lab 1

- Update Miro board with ideas

- Familiarize ourselves with tools

**Meeting 1**

**Date and Time:** May 12th, 2023 at 8am to 9 am

**Place**: Discord

**Participants:** Alekhya Koppineni, Jasmine Hughes, Zuowen Tang, Edara Umamaheswar, Adithya Prakash, Corydon Wood

**Minutes taker:**

**Timekeeper:**

**Purpose:** Intro meeting and proposal 0

**Agenda:**

-Get to know each other: name, interests, goals, project ideas, leader roles interested in

-Weekly meeting time?

-Familiarity with tools: python, django

-Group name and project name

-Repository set up

- Review Lab 1

-

**Discussions:**

-Emails: [alek@bu.edu](mailto:alek@bu.edu), [zuowent@bu.edu](mailto:zuowent@bu.edu), [mahesh3@bu.edu](mailto:mahesh3@bu.edu), [jahughes@bu.edu](mailto:jahughes@bu.edu), [adippb@bu.edu](mailto:adippb@bu.edu), [corydonw@bu.edu](mailto:corydonw@bu.edu)

-Discord: Alekhya#9929, Laidroc#8424, Mahesh3#7583, jas\_not\_the\_genre#8669, ad\_venturer#1222

-Git Hub: alekhyak1, adithyappb, Eldoov, ANPCI, JasNotTheGenre, corydonw-bu

Project Ideas:

-Food order idea: menu, cart, sending order to stores(The full stack of the Django based food ordering app hosted on AWS includes a PostgreSQL/MySQL database, Django web framework with Python language, Bootstrap for front-end design, and the app is deployed on AWS Server.)

- e commerce site

-ChatGPT idea

**Key Decisions**

-Project name:

-Team name:

-Leader roles: done

-Meeting time: 12:00 - 1:00 PM Thursday

-Project idea?

-

**Action Items:**

-Email professor for proposal assignment: done

-Repository set up: done

-Read project description and watch all videos

Below is an example from a previous project (You shall delete this part in your meeting minutes)

**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