**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 12.5**

**Date and Time:** 6/17/23 6:00 pm - 6:20 pm, 6:30 pm - 7:00 pm, 9:00 pm - 10:00 pm

**Place**: Zoom

**Participants:**

***6:00pm - 6:20pm:*** Corydon Wood, Zuowen Tang

***6:30pm - 7:00pm:*** Edara Umamaheswar, Zuowen Tang

***9:00pm - 10:00pm:*** Aditya Prakash, Edara Umamaheswar, Zuowen Tang

**Minutes taker:** Zuowen Tang

**Time Keeper:** Zuowen Tang

**Purpose:** Iteration 3 documents and presentation

**Agenda:**

* Documents & presentation planning

**Discussion :**

Presentation and demo responsibilities.

**Action Items:**

Set another meeting when all members are available; communicate through Discord group chat if no time is available.

Edara will still work on the google authentication feature.

Zuowen will make the final demo; if she misses any functions, other members will make a short demo to explain the missed function.

Cory will update SDD documents and update auto testing on STD.

**Presentation:**

* Zuowen will handle the Testing and Security part in the presentation.
* Edara will handle the Project Management part and implementation part.
* Aditya will take the design part.

**Meeting 12**

**Date and Time:** 6/17/23 8:00pm - 9:00pm

**Place**: Zoom

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

**Minutes taker:** Zuowen Tang

**Time Keeper:** Zuowen Tang

**Purpose:** Iteration 3 wrapping up

**Agenda:**

* Iteration 3 wrapping up
* Documents & presentation planning

**Discussion :**

Presentation and demo responsibilities (members volunteer)

The social media function is finished.(Zuowen)

The app is on the AWS server but has minor bugs.(Cory)

The chart function is finished.(Cory)

The item deleting function is finished.(Aditya)

Most features are finished, Cory will merge Iteration-3 to Main branch

**Action Items:**

Cory will merge the iteration-3 branch to main and fix minor bugs on AWS server.

Zuowen will do testing on social functions, update STD and manual testing documents.

Edara will keep working on the google authentication feature.

Alekhya will do testing on the login/registration function.

All members will talk about the details of the presentation at the next meeting, 6/17 6pm est.

**Meeting 11**

**Date and Time:** 6/13/23 9:30 pm - 10:00pm

**Place**: Zoom

**Participants:** Alekhya Koppineni, Corydon Wood, Zuowen Tang, Aditya Prakash, Edara Umamaheswar

**Minutes taker:** Zuowen Tang

**Time Keeper:** Zuowen Tang

**Purpose:** Iteration 3 planning

**Agenda:**

* Iteration 3 planning
* Additional features to be added in the iteration

**Discussion :**

Social media function - posting and viewing

Item deleting feature

Move app to AWS

Google authentication

Optional: chart on history

Deadline of implementation is Friday *June 16th* midnight

**Action Items:**

Zuowen will start the social media function.

Cory will move the app to AWS and maybe work on the chart function (optional)

Aditya will finish the item deleting function.

Edara will finish the google login authentication feature.

**Meeting 10**

*(These are two separate meetings because members can’t meet together due to the time zone, however the meeting contents are similar)*

**Date and Time:** 6/11/23 10:00am - 11:00am & 6:30pm - 7:00pm

**Place**: Zoom

**Participants:**

Morning meeting: Edara Umamaheswar, Aditya Prakash, Zuowen Tang

Evening Meeting: Alekhya Koppineni, Corydon Wood, Zuowen Tang

**Minutes taker:** Zuowen Tang

**Time Keeper:** Zuowen Tang

**Purpose:** Q&A for backend and authentication implements.

**Agenda:**

* Backend explanation and updating, Q&A
* Email authentication updating, Q&A
* Iteration 2 updating and planing before the submission

**Discussion :**

Members explain backend and authentication implementation to other members

Manual testing report, troubleshooting

Iteration 2 wrap up, update presentation and demo

*Meeting recording:* <https://bostonu.zoom.us/rec/share/1FmLOzbYlBtVbG_u1H10u39dpi50MqG6Y0Xq3oalAUUhhIsOVpnqVOUgVDYLpc1Y.Gf_zIv4xPpvEAcPs>

**Action Items:**

Alekhya will finish the presentation, Zuowen will make a demo for email authentication.

Members will each update their own testing results to the report document.

Next meeting will be held on Tuesday at 9:30pm for iteration 3 planning.

**Meeting 9**

**Date and Time:** 6/6/23 9:00am - 10:00am

**Place**: Zoom

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

**Minutes taker:** Zuowen Tang

**Time Keeper:** Zuowen Tang

**Purpose:** Iteration 2 updating

**Agenda:**

* Iteration 2 updating
* Assigning and reassigning tasks to members

**Discussion :**

Frontend framework change, React or Django

Software Testing Document updating

Reassigning frontend tasks to members

*Meeting recording:*

<https://drive.google.com/file/d/1V1FnjcE6ZFd1lEiNaCDnAHojfmfwnwxs/view?usp=drive_link>

**Action Items:**

Members will accomplish tasks assigned to them.

Next meeting will be held on Wednesday at 8pm.*(\*Meetings rearranged, see Discord)*

**Meeting 8**

**Date and Time:** 6/1/23 8:00pm - 9:00pm

**Place**: Zoom

**Participants:** Edara Umamaheswar, Corydon Wood, Aditya Prakash, Alekhya Koppineni, Zuowen Tang

**Minutes taker:** Zuowen Tang

**Time Keeper:** Zuowen Tang

**Purpose:** Iteration 2 planning & Lab 3 set up

**Agenda:**

* Iteration 2 Planning - user stories update
* Database implementation plan
* Login in and out function
* Encryption of login and user authentication
* Assigning and reassigning tasks to members

**Discussion :**

Assigning and reassigning tasks to members.

Individuality of different tasks as members can implement their parts separately.

Functions that can be dropped by this iteration (optional functions or not so important functions)

Software testing and report

**Action Items:**

Members will accomplish tasks assigned to them.

Next meeting will be held on Sunday 10am and the agenda will be mainly on Lab3. *(\*Meetings rearranged, see Discord)*

**Meeting 7**

**Date and Time:** 5/28/23 12:30pm - 1:00pm

**Place**: Zoom

**Participants:** Edara Umamaheswar, Corydon Wood, Aditya Prakash

**Minutes taker:** Edara Umamaheswar

**Time Keeper:** Edara Umamaheswar

**Purpose:** User Stories Task,DB Project Implementation Status

**Agenda:**

* Discussion on REST API implementation plan
* Database and front-end integration issues
* Assigning SDD tasks to team members
* Handling encryption of login and user authentication
* Discussion on Docker implementation and Heroku
* Action Items

**Discussion :**

Assigning SDD Documentation to Team Members

Database and front end integration Issues

Handling the encryption of login and user authentication

Discussion on Docker Implementation and Hiroku

**Action Items:**

1. All team members are required to update their assigned parts of the SDD document.
2. Cory will be responsible for implementing the API and conducting further research on the architecture.
3. Umamaheswar will develop the application user page for calorie intake data.
4. Aditya will handle the database implementation and keep Cory and Umamaheswar informed for necessary API modifications.

**Next Meeting:**

The next meeting is scheduled for 5/28 8 PM . The agenda will include a progress review of the SDD document, updates on API implementation, and any further issues or concerns.

**Meeting 6**

**Date and Time:** 5/22/23 8:00pm - 9:00pm

**Place**: Zoom

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

**Minutes taker:** Zuowen Tang

**Time Keeper:**

**Purpose:** Lab 2 & User Stories Task

**Agenda:**

* Submission of Lab 2
* Set up Pivotal Tracker
* Assign Subtasks to Members
* Assign QA Leader to a different member since the former one has left

**Discussion :**

Copy user stories task from Jira to Pivotal Tracker

Assigning tasks to members/Members taking subtasks from Jira

**Action Items:**

Members start working on their subtasks from Jira

**Meeting 5**

**Date and Time:** 5/21/23 11:00am - 11:30am

**Place**: Zoom

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

**Minutes taker:** Zuowen Tang

**Time Keeper:**

**Purpose:** Iteration Plan & Assign Tasks to Members

**Agenda:**

* Presentation for iteration plan
* Assign Tasks to Members

**Discussion :**

Presentation for the iteration plan

Implementation for the project in different parts

Members’ skill sets and who is responsible for which task

Assigning coding tasks to members by list skill sets

**Action Items:**

Assigning coding tasks on Jira

Members should claim tasks by Sunday evening

Next meeting will be held on Monday 3pm *(\*Meetings rearranged, see Discord)*

**Meeting 4**

**Date and Time:** 5/17/23 9:30pm - 10:00pm

**Place**: Zoom

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

**Minutes taker:** Zuowen Tang

**Time Keeper:**

**Purpose:** Presentation for the project & Assign tasks to team members

**Agenda:**

* Writing User Stories in Jira and discuss lab2 Work (using Pivotal Tracker for Lab2)
* Updating Docs : doc/CS673\_SDD\_teamX (new) , doc/CS673\_STD\_teamX (new)
* Writing code/… : runnable source code (Design & Implementation Lead Suggestions on Coding Tasks)
* Assigning Tasks to all Team Members

**Discussion :**

One team member dropped from the class

Presentation for the project

Lab 2 set up

Discussion on software design, documentation, and implementation.

Discussion on task assigning and set deadline

Discussion on branch strategy

Progress Report

**Action Items:**

* Search For food Dataset
* Complete Lab 2 and set up Pivotal Tracker
* Next Meeting is scheduled for May 20th 2023, Saturday 9:00am *(\*Meetings rearranged, see Discord)*

**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:** Alekhya Koppineni

**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

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**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?

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**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