**CS673 Software Engineering**

**Team 1 : GetActive**

**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:** 5/12/25 7pm-8pm

**Place**: Discord

**Participants:** Jin Hao Li, Jianing Li, Xiaoyao Yin, Arshdeep Dhillon, Shaohua Yue

**Minutes taker:** Jin Hao Li

**Timekeeper:** Jin Hao Li, Arshdeep Dhillon

**Purpose:** Project Kickoff Meeting

**Agenda:**

* FInalize SPPP document
* Go over the Deliverables for Iteration 0

**Discussions:**

* Reviewed Management Plan in SPPP document
* Go over what is left in the deliverables for Iteration 0

**Key Decisions:**

* Decided to work on setting up CI/CD pipeline and first four Essential features on the first iteration.

**Action Items:**

* **All**: Finalize any changes for the SPPP report.
* **All:** Fill out the [Progress Report](https://docs.google.com/spreadsheets/d/1YzDapgKhl0hkZCRm-B2efk3fi9YIOqkL/edit?usp=sharing&ouid=114233034067890099144&rtpof=true&sd=true).
* **All**: Get familiar with Docker and its typical commands.
* **All**: Get familiar with React and Java.
* **Arsh**: Create presentation
* **Arsh:** Fill [Read.md](https://github.com/BUMETCS673/CS673OLSum25Team1/blob/main/README.md) file
* **Kayce**,**Arshdeep**: Setup Build pipeline
* **Kayce**: Decide on code structure

**Meeting 2**

**Date and Time:** 5/12/25 7pm-9pm

**Place**: Discord

**Participants:** Jin Hao Li, Jianing Li, Xiaoyao Yin, Arshdeep Dhillon, Shaohua Yue

**Minutes taker:** Jin Hao Li

**Timekeeper:** Jin Hao Li, Arshdeep Dhillon

**Purpose:** Project Kickoff Meeting

**Agenda:**

* Review SPPP document

**Discussions:**

* Reviewed Related Work Section
* Reviewed Proposed Requirements for all functional and nonfunctional requirements and came up with estimates for each feature
* Talked about the estimated person hours
* Reviewed Configuration Management Plan
* Reviewed Quality Assurance Plan

**Key Decisions:**

* Finalized all features for both functional and nonfunctional requirements
* Finalized tools Configuration Management Plan
* Finalized Reviewers, Review Checklist, Review Tools, Feedback Style and Testing, Defect Resolution Workflow Configuration Management Plan

**Action Items:**

* Polish SPPP document
* Finish Section#4
* Look into Project Tracking Tools such as Github Project, JIRA and Pivotal Tracker

**Meeting 1**

**Date and Time:** 5/10/25 7pm-8pm

**Place**: Discord

**Participants:** Jin Hao Li, Jianing Li, Xiaoyao Yin, Arshdeep Dhillon, Shaohua Yue

**Minutes taker:** Jin Hao Li

**Timekeeper:** Jin Hao Li, Arshdeep Dhillon

**Purpose:** Project Kickoff Meeting

**Agenda:**

* DetermineTech Stack
* Determine Roles
* Determine Project Ideas
* Work on SPPP

**Discussions:**

* DetermineTech Stack
  + Propose to use React for frontend and either Django or Springboot for backend
* Determine Roles
  + Assign ourselves to roles
* Determine Project Ideas
  + F1 project suggested by Shaohua
  + Get Active app where students can create or join sport activities
* Work on SPPP
  + Went over Overview
  + How to divide the workload for SPPP

**Key Decisions:**

* Roles assigned:
  + Jin Hao Li - Design and Implementation Lead and Team Lead
  + Jianing Li - Requirement Lead
  + Xiaoyao Yin - QA Lead
  + Arshdeep Dhillon - Security Lead and Team Lead
  + Shaohua Yue - Configuration Lead
* Project name is GetActive
* Decided to go for the Get Active app

**Action Items:**

* Think about the tech stack
* Divide the SPPP document among ourselves with section assigned based on our role(s)