**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 6**

**Date and Time:** 5/25/25 5:30pm-5:40pm

**Place**: Discord

**Participants:** Shaohua Yue, Jin Hao Li, Arshdeep Dhillon

**Minutes taker:** Arshdeep Dhillon

**Timekeeper:** Arshdeep Dhillon

**Purpose:** Project Meeting

**Agenda:**

* Finalize the documents for Iteration 1.

**Discussions:**

* Kayce will complete the presentation and video.
* Jin and Arsh will fill the SDD and STD documents.

**Key Decisions:**

**Action Items:**

* FInalized the deliverables for iteration 1.

**Meeting 5**

**Date and Time:** 5/25/25 5:30pm-5:40pm

**Place**: Discord

**Participants:** Shaohua Yue, Jin Hao Li, Jianing Li, Arshdeep Dhillon, Jie Shi

**Minutes taker:** Arshdeep Dhillon

**Timekeeper:** Arshdeep Dhillon

**Purpose:** Standup Meeting

**Agenda:**

* Each member went over the following:
  + What you have accomplished since our last standup.
  + What you plan on working.
  + Any blockers.

**Discussions:**

* Talked about if there were any blockers, how the tickets are progressing.

**Key Decisions:**

* Continue to work on the assigned tickets.

**Action Items:**

* Team meeting tomorrow to finalize the deliverables for Iteration 1.

**Meeting 5**

**Date and Time:** 5/19/25 5:30pm-5:40pm

**Place**: Discord

**Participants:** Jin Hao Li, Jianing Li, Arshdeep Dhillon, Jie Shi

**Minutes taker:** Arshdeep

**Timekeeper:** Arshdeep Dhillon

**Purpose:** Standup Meeting

**Agenda:**

* Each member went over the following:
  + What you have accomplished since our last standup.
  + What you plan on working.
  + Any blockers.

**Discussions:**

* Talked about the if there were any blockers, how the ticket are progressing.

**Key Decisions:**

* Continue to work on the assigned tickets.

**Action Items:**

**Meeting 4**

**Date and Time:** 5/16/25 5:15pm-6:30pm

**Place**: Discord

**Participants:** Jin Hao Li, Jianing Li, Xiaoyao Yin, Arshdeep Dhillon, Jie Shi

**Minutes taker:** Arshdeep

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

**Purpose:** Create, assign and estimate ticket for Iteration 1.

**Agenda:**

* FInalize the layout of our Kanban board on “Github Projects”.
* Go over the tickets for Iteration 1.

**Discussions:**

* Finalized the layout of our Kanban board.
* Prioritized the feature tickets for the front-end and back-end.
* Assigned the features tickets which will be worked on in Iteration 1.
* Estimated the assigned feature tickets.

**Key Decisions:**

* Finalized the tickets to be started in Iteration 1.
* CI/CD pipeline using Github Actions is implemented.

**Action Items:**

* Start working on your assigned tickets.

**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)