**CS673 Software Engineering**

**Team 3 : My Medic App**

**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 4**

**Date and Time:** 5/14/2025 @ 5:10pm

**Duration**: 4hrs

**Place**: Discord

**Participants:** Adriel, John, Mengliang, Indra, Hongcheng, Uzay, Tyler

**Minutes taker:** Mengliang Tan

**Timekeeper:**

**Purpose:** Discussing about SPPP, Presentation Video, Progress Report, RiskManagement

**Agenda:**

1. Working on SPPP
2. Creating presentation video and ppt
3. Discussing risks

**Discussions:**

* Any possible changes on SPPP
* Features of the application, tasks, and estimated work hours
* QA Metrics
* TrunkFlow: A single main branch will serve as the integration point. Feature work will be done in branches which are frequently merged back into the main branch after passing code review and automated tests.
* Risks

**Key Decisions:**

Finishing all deliverables foo iteration 1

**Action Items:**

* Next meeting in May 16, 2025 5:00 PM EDT

**Meeting 3**

**Date and Time:** 5/12/2025 @ 4:00pm

**Duration**: 35mns

**Place**: Discord

**Participants:** Adriel, John, Mengliang, Indra, Hongcheng, Uzay

**Minutes taker:** Mengliang Tan

**Timekeeper:**

**Purpose:** SPPP, Lab 1

**Agenda:**

1. Filling out SPPP
2. Finishing Lab 1

**Discussions:**

* Discussing the name for project
* DIscussing Lab1
* Creating Lab 1 branch for git

**Key Decisions:**

**“My Medic”** for project name

**Action Items:**

* Lab1 for May 14(Wednesday)
* SPPP for May 15(Thursday)
* Next meeting in May 14, 2025 5:00 PM EDT

**Meeting 2**

**Date and Time:** 5/11/2025

**Duration**: 1.5 hours

**Place**: Discord

**Participants:** Adriel, John, Mengliang, Indra, Hongcheng, Uzay

**Minutes taker:** Adriel, Indra

**Timekeeper:**

**Purpose:** Project Kickoff - responsibilities and brainstorming

**Agenda:**

* Determine project idea
* Define tech stack
* Assign roles

**Discussions:**

* Ideas - BB app, Medical Info, Earthquake notification/interaction
* Terraform, and Infrastructure as Code discussed.

**Key Decisions:**

* Project Idea - MedicalInfo App
* Only in the US - Pay attention to HIPAA laws
* Deployment platform TBD; GCP (Google Cloud) preferred due to familiarity, AWS considered for later.

**Action Items:**

* Review Iteration 0 and Lab 1 by next meeting
* Meet again Monday (5/12) at 4PM EST

**Meeting 1**

**Date and Time:** 5/10/2025 @ 6:45pm

**Duration**: 45 minutes

**Place**: Discord

**Participants:** Adriel, John, Mengliang, Indra, Hongcheng

**Minutes taker:** Adriel

**Timekeeper:**

**Purpose:** First meeting and introduction.

**Agenda:**

**Discussions:**

* Discussed background and experiences
* DIscussed deliverables and requirements
* Created GitHub repo

**Key Decisions:**

**Action Items:**

* Meeting 5/11 @5pm - Decide roles and project idea

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