CS673 Software Engineering
ScrumbleBug
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.

Week 6 - Meeting 7

Date and Time: 10/13/2024 16:00 - 17:00 pm
Place: Zoom
Participants: Everyone
Minutes taker: HungHsu(Allen) Chen
Timekeeper: HungHsu(Allen) Chen
Purpose: Discuss the progress and presentation for Iteration 1
Agenda:
- Progress report
- Check the documentation needed for iteration 1
- Check what requirements are met and what is not
- Deployment of project
- Progress on frontend

Discussions:
- Decide what should be postponed to iteration 2 as the workload is heavy, and we are behind schedule.
- Decide how the SDD document will be finished; separate the tasks.

Key Decisions:
- Postpone the deployment with Kubernetes to iteration 2.
- The front end still needs to be worked on, so maybe create a demo for the presentation.
- Jira and user stories need to be updated accordingly.

Action Items:
- Before iteration 1:
  - Update Jira
  - Continue building API on the backend and pages on the frontend
  - Collaborate on documentation

Week 6 - Meeting 6

Date and Time: 10/03/2024 15:25 - 16:25 pm
Place: Zoom
Participants: Everyone
Minutes taker: Ang Li
Timekeeper: Ang Li
Purpose: Discuss the progress and presentation for Iteration 1
Agenda:
- software architecture
- basic functionalities
- responsible for developing
- development plan.

Discussions:
- Discussed the basic functionality and usage of Docker and Kubernetes.
- Clarified the specific front-end and back-end division of work, and determined the Also set the timeline for the initial code submission.
- Confirmed that the architecture requires a shared storage system for storing images.

Key Decisions:
- Confirm the software architecture and basic functionalities of the project.
- Confirm who will be responsible for developing specific functionalities.
- Define the development plan.

Action Items:
- task owners: user (Yihan, Angli), order (Yuanbin), item (Allen), message (Srujana), and index page (Yintong).

Week 4 - Meeting 5
Date and Time: 09/30/2024 11:00 - 12:00 pm

Place: Zoom
Participants: Everyone
Minutes taker: Yuanbin Man
Timekeeper: Yuanbin Man
Purpose: Discuss the features and task allocation for Iteration 1
Agenda:
- Check requirement/functionality task list
- Discuss the coding and documentation distribution for iteration 1

Discussions:
- Discussed whether we should allocate tasks based on functionality or frontend-backend
- Went through the documents we will complete by iteration 1, assigned person for each section

Key Decisions:
- Confirmed the features and functionalities based on project architecture
- Confirmed to assign tasks based on functionality. Everybody should work on both the frontend and backend on their part of the function

Action Items:
- (09/30-10/08): 1. Design UML Diagram and class interfaces for your part 2. Complete the frontend of your part
- (10/09-10/16): 1. Complete the backend of your part 2. Complete your part in SDDD 3. Make sure the codes are runnable
- Issues should be uploaded in GitHub repo, managed by @Srujana Niranjankumar

Week 3 - Meeting 4
Date and Time: 09/26/2024 3:30 - 4:30 pm
Place: MET 122
Participants: Everyone
Minutes taker: Srujana Niranjankumar
Timekeeper: Srujana Niranjankumar
Purpose: Discuss the task allocation and division of responsibilities for Iteration 1
Agenda:
- Discuss addition/removal of features in the project.
- Discuss the work distribution for iteration 1.
- JIRA & User stories

Discussions:
- Discussed certain extra features, whether they are needed or not: Remove delivery, Accept offline cash only
- Jira: sent invitation to Prof.Zhang & TA: Deepali
- Informed everyone about User stories - to be finished before next week's class
- By time of iter 1 - we should have basic code ready. Continuous development / Continuous integration
- Non-important item for Iteration 1: Redis caching

Key Decisions:
- Yuanbin will provide a document with a requirement/functionality list - by tomorrow and then we pick our tasks:

Action Items:
- `In Progress` ▾ User stories - to be finished by everyone before next week's
- `In Progress` ▾ Yuanbin will provide a document with a requirement/functionality list - by tomorrow and then we pick our tasks

Week 2 - Meeting 3

Date and Time: 09/19/2024 3:30 - 4:30 pm
Place: MET 122
Participants: Everyone
Minutes taker: Yueyihan Qi
Timekeeper: Yueyihan Qi
Purpose: Discuss the task allocation and division of responsibilities for next week and Iteration 0.

Agenda:
- Discuss the main features and innovative functionalities of the project。
- Discuss the work distribution for iteration 0.

Discussions:
- The main functions of the project:
  - User and Admin Login and Registration:
    - User Login/Registration: Users will be able to register using their BU credentials and log in with their mobile number and password. This ensures that only verified BU students can access the platform.
    - Admin Login: Admins will have separate access to manage

platform content and oversee user activities.
- ○ Main Page - Featured Products and Categories:
  - ■ A carousel on the main page will showcase recommended second-hand products based on user interests and popular listings.
  - ■ Users will be able to browse items through categories or search for specific products.
- ○ Product Information Page
  - ■ Each product page will include detailed information, such as the product's condition, price, seller details, and location for pickup.
  - ■ Users can also view reviews and comments left by previous buyers.
- ○ User Functions
  - ■ Post Product Listings: Users can upload items they want to sell, providing details such as the title, description, price, and images.
  - ■ Purchase Products: Users will be able to select items, enter delivery details, and complete secure payments through the platform.
  - ■ Leave Comments and Reviews: After completing a purchase, users can leave feedback on products and sellers.
- ○ Admin Functions
  - ■ User Management: Admins can deactivate, ban, or edit user profiles in case of violations of platform rules.
  - ■ Content Moderation: Admins will monitor user-posted items and comments to ensure compliance with platform policies, removing inappropriate content or taking items offline if necessary.
  - ■ Security Monitoring: Admins will oversee user verification, ensuring that only authorized BU students participate on the platform.
- Assign the SPPP Document.

Key Decisions:
- SPPP Document Assignment:
  - ○ Yuanbin Man: Overview, Related Work, Proposed High level Requirements
  - ○ Yueyihan Qi: Management Plan
  - ○ Ang Li: Timeline,
  - ○ Allen Chen: Configuration Management Plan
  - ○ Srujana: Quality Assurance Plan
  - ○ Yingtong Zhou: Presentation

Action Items:
- Complete assigned sections of the SPPP document and prepare a 1-2 page PowerPoint summary.
- Submit all materials to Yingtong for integration before Tuesday.

<u>**Week 1 - Meeting 2**</u>

Date and Time: 09/15/2024 1:00 - 2:00 pm
Place: Zoom
Participants: Everyone
Minutes taker: Yingtong Zhou
Timekeeper: Yingtong Zhou
Purpose: Finalize project idea and set up next steps

Agenda:
- Ang Li (Design Leader) presents the project idea and structure
- Q & A
- Set up next steps

Discussions:
- We agreed on developing a Second-hand Trading Platform with the following architecture:
    - Frontend: Vue.js
    - Backend: Java springboot
    - Database: MyBatis, Alibaba Cloud RDS for MySQL
    - Server, CI/CD: Docker, Kubernetes(K8s)
    - Caching: RDS for Redis
    - Middleware: Kafka
    - Testing and Bug fixing: PTS, Jenkins
- Team members raised questions about:
    - The choice of Alibaba Cloud K8s over AWS - Free and most cutting-edge
    - Potential risks of the project - Similar ideas, language barriers, project-related issues
    - How many functions, classes, interfaces do we need? How many ppl should be involved in each section?

Key Decisions:
- People:
    - Configuration: Allen Chen
    - Frontend: Yingtong Zhou, Yueyihan Qi
    - Backend + DB: Ang Li, Yuanbin Man
    - Testing and bug fixing: Srujana N

- Timeframe:
    - Next meeting (9/19) we'll discuss requirements from product and technical angles, and how to achieve these functionalities
    - Early October the design leader will breakdown the projects into sections and functionality

Action Items:
- ☐ Confirm with the professor whether other groups' projects are repeated (confirm before Tuesday)- Yingtong
- ☐ Next meeting (9/19) we'll discuss requirements from product and technical angles, and how to achieve these functionalities
- ☐ Before iter_0(9/26) Everyone makes their own plans based on product requirements and update SPPP together
- ☐ Before iter_0(9/26) Allen configures the front-end and back-end databases
- ☐ Early October the design leader will breakdown the projects into sections and functionality - Ang Li

Week 1 - Meeting 1

Date and Time: 09/12/2024 15:25 - 16:17
Place: MET 122
Participants: Everyone
Minutes taker: Allen
Timekeeper:
Purpose: Discuss about the topic/ documents required to maintain

Agenda: Member introduction and initial project ideas brainstorming

Discussions:

Project topic: full stack + cloud; Spring boot

Management system: CRM; app on WeChat;

By Ang: focus on optimization with simple services; can handle massive access

focus on structure (a "smart" project) -> design database, efficiency on SQL, optimizing JVM; Use Alibaba Cloud Computing -> k8s with database on Alibaba Cloud <- SLB(front-end)

coding (simplify as much as possible)

SPPP (documentation):

Key Decisions:
Ang Li (Design Leader) will draft some project ideas before next meeting

Action Items:
What services is still TBD, needs to be decided before the next meeting

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