**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 3**

**Date and Time:** 09/11/24 9:15pm

**Place**: Zoom

**Participants:** Eddie, Abbie, Zihao, Chris, Amanda, Kenny

**Minutes taker: Chris + team collaboration in Google doc**

**Timekeeper: N/A—40 mins**

**Purpose: Check in before submission**

**Agenda:**

* **Introduce Kenny to project**
* **Discuss risks**
* **Review SPPP together**
* **Review remaining tasks for submission**

**Discussions:**

* **Regular meeting time**
  + **8pm is probably good**
  + **Tu/Thr/Fri are good for Kenny**
* **Risks**
  + **Simplify some risks**
  + **Retirement cost is how much effort required to take off the risk**
* **SPPP**
  + **References are for any research done, class readings or other**

**Key Decisions:**

* **8pm Thursday/Sundays is best for recurring meeting**
* **Kenny may become team lead moving forward**

**Action Items:**

* **Will confirm recurring meeting time in Discord chat**
* **Finalize SPPP**
* **Finalize Risk Management Doc**
* **Chris to finish presentation + record video**
* **One team member to make release in Github**

**Meeting 2**

**Date and Time:** 09/08/24 7pm

**Place**: Discord Voice

**Participants:** Eddie, Abbie, Zihao, Chris, amanda

**Minutes taker: Chris + team collaboration in Google doc**

**Timekeeper: N/A—1 hour**

**Purpose: Establish project idea**

**Agenda:**

* **Roles**
* **Project Ideas**
* **Presentation**
* **Other notes**

**Discussions:**

* **Roles**
  + **Team Leader: Chris**
  + **Requirement Leader: Chris**
  + **Design & Implementation Leader: Abbie (can use Figma to build demo)**
  + **Configuration Leader: Eddie (experience in devops)**
  + **QA Leader (testing, automated testing): Amanda**
  + **Security Leader: Alex**
* **Project Ideas**
  + **Camera project is hard to achieve right now**
  + **2 votes on pet adoption:**
    - **Pet adoption, help pets find a new home. Application file to adopt. Roles: Who is putting the animal up for adoption, who wants to adopt an animal**
    - **Post dog and cat information from shelter**
  + **3 votes:**
    - **Alex: Minigames, puzzles**
    - **Eddie: Players have tangible progress**
  + **5 votes for health and wellness:** 
    - **Healthy lifestyle management, calendar (like the volunteer dashboard), diet and training log and healthy data, steps, reminders**
    - **Health and wellness tracker,s steps, exercise, diet, water intake. Set goals on what to achieve each week, progress bar visualization tracking nearness to goal achievement. Include a calendar.**
  + **Virtual tour of landscape(VR)**
  + **Playlist builder. Itunes API pull music based on what people are searching, drag and drop and build your own playlist, stats on genres/artists**
  + **—-------**
  + **Winner is health and wellness**
  + **Abbie maybe could build a logo**
  + **Project name: Health Wellness Manager (can always come up with something cooler later)**
* **Presentation**
  + **SPPP**
  + **Slide per role with updates**
* **Other notes**
  + **Make Jira tickets smaller manageable task so they can be clearly delegated**
  + **Jenkins and Web city for deployment more appropriate**
  + **Heroku**
  + **Security requirements can be connected to risks**
* **After meeting notes:**
  + **Note from class: Sam will be facilitator**
  + **Maybe use data from Kaggle as dummy data?**
  + **Professor says everybody should be committing on GitHub**

**Key Decisions:**

* **Adjusted roles—Amanda and Alex switch**
* **Will use Mongo cloud based database.**
* **Abbie will not develop a Figma mockup just yet, because at this stage we need to plan the requirements first. Figma will be helpful to plan what to code.**

**Action Items:**

* **Everybody continue filling out SPPP**
* **Chris email Jira link to Amanda**
* **Eddie check Heroku or other deployment method**
* **Chris email zoom link for next meeting, this is better**
* **Chris will email codewithmosh React tutorial**
* **Next check in on Tuesday**
* **After meeting notes:**
  + **Need to designate Code Reviewer in the next meeting**
  + **If there is time, I may deploy a basic React webpage saying “hello world” with a connection to a mongo cloud database for Iter0**

**Meeting 1**

**Date and Time:** 09/06/24 8pm

**Place**: Discord Voice

**Participants:** Eddie, Abbie, Zihao, Chris

**Minutes taker: Chris**

**Timekeeper: N/A—40 minute call**

**Purpose: Initial meeting to discuss project plan**

**Agenda:**

* **Tech stack preferences**
* **Assign roles**
* **Project ideas**
* **Plan tasks for iteration 0**
  + **Requirement Analysis Tool? (Pivotal Tracker?)**
  + **Management tool? (Github Actions?)**
  + **Risks?**

**Discussions:**

* **Tech stack preferences**
  + **Abbie likes REACT, Eddie likes REACT**
  + **Zihao uses Vue**
  + **We agree on REACT**
* **Assign roles**
  + **Team Leader: Chris**
  + **Requirement Leader: Chris**
  + **Design & Implementation Leader: Abbie (can use Figma to build demo)**
  + **Configuration Leader: Eddie (experience in devops)**
  + **QA Leader (testing, automated testing): Zihao**
  + **Security Leader: Zihao or Amanda (tentative)**
* **Project ideas**
  + **Online learning platform option from project description**
  + **Volunteer dashboard (already started, can enhance)**
  + **Camera detector, upload a video and see how many terrorists / guns show in a video**
  + **Other ideas?**
  + **TBD in chat, will set up a poll**
* **Plan tasks for iteration 0**
  + **Presentation**
    - **Each person give an overview of their section,**
  + **Requirement Analysis Tool? (Pivotal Tracker?)**
    - **Jira, will send link to group**
    - **Github Actions, for deployments**
      * **Other ones are Jenkins and Team City, but maybe not appropriate for a web app**
    - **Just use Jira**
  + **Risks?**
    - **What’s the deal with this? TBD**

**Key Decisions:**

* **Will use REACT**
* **Roles assigned**
* **Will figure ideas**
* **Will use Jira**

**Action Items:**

* **Figure out if Amanda can join (Abbie send email)**
* **Meet again on Sunday before class to chat about project ideas**
* **Chris will send link to google drive**
* **Chris will send link to Jira**
* **Who is submitting? (probs just team leader right?)**