CS673 Software Engineering

Team 4 : TeamBuilder

Meeting Minutes

Meeting 2

Meeting 1.5

Date and Time: 9/9/24 9:30 PM ET

Place: Discord phone call

Participants: Raymond Chen, Wenli Gai, Vishal, Meng Zhou, Jake Kelly, Steve Chen

Minutes taker: Jake Kelly

Timekeeper: Jake Kelly

Purpose:

2nd meeting to talk about iteration 0/lab1, came up with project idea, letting everyone understand what is due and what they need to do individually

Agenda:

• Lab 1 discussion

• Video discussion

• Need idea about project solidified

• SPPP Completed along with other docs/excel/PP

Discussions:

• Project idea: team assignment tool to help create teams

• Video - coordination

• All documents into GitHub

• Lab1 submitted, merged.

• Meng Zhou caught up and informed of roll

Key Decisions:

Project idea solidified as TeamBuilder. SPPP/PP/Risk Management/Video/Lab needs to be completed.

Action Items:

Lab requirements completed no later than Tuesday. Project 0 requirements completed no later than Wednesday.

Meeting 1

Date and Time: 9/7/24 9:30 PM ET

Place: Discord phone call

Participants: Raymond Chen, Wenli Gai, Vishal

Minutes taker: Jake Kelly

Timekeeper: Jake Kelly

Purpose:

1st meeting to get to know one another and talk about what is due in upcoming week.

Agenda:

• Determine rolls for team

• Determine time team will meet for weekly updates

• Lab 1 discussion

• Video discussion

• Discuss what the project will be about

Discussions:

• Meetings at 9:30PM ET on Thursdays

• Video questions for professor - need to show everyone? just about project? how long?

• Meeting minutes put into github

• Paragraphs about self before Wednesday

Key Decisions:

Rolls:

Team Leader: Jake Kelly

Requirement Leader: Jake Kelly

Design and Implementation Leader: Raymond Chen and Wenli Gai

Configuration Leader: Raymond Chen

QA Leader: Vishal

Security Leader: Wenli Gai

Action Items:

New member joined, need to get them up to date and placed into a roll they feel comfortable with. Need to come up with a concrete project idea and plan for next meeting. Next meeting will be before iteration 0 is due (thurs. 9-12)