CS673 Software Engineering

Team 4 : TeamBuilder

Meeting Minutes

Meeting 3

Date and Time: 9/19/24 9:30 PM ET

Place: Discord phone call

Participants: Raymond Chen, Wenli Gai, Jake Kelly, Steve Chen, Max, Vishal

Minutes taker: Jake Kelly

Timekeeper: Jake Kelly

Purpose:

4th meeting to talk about iteration1. Update documents.

Agenda:

• Create newer - better presentation. Create update video. - everyone

• Update project proposal planning - Jake

• Update Risk Management - Wenli

• Update Progress Report - everyone

• Start Software Test doc - Vishal

• Start Software Design doc - Raymond/Max

Discussions:

• Presentation needs to look better, was plain.

• Logo?

• Questionnaire questions

• Add all tasks, even small ones to jira

• Need code to show for iteration 1

• Create database (probably just backend portion for this iteration)

• Demo of runnable code - doesn’t need to be fancy at the moment.

• Need to add names to who is presenting in video

Key Decisions:

Need to reword some requirements. PP style and font. Start writing code to be able to show by Monday. Talk in Discord about Questionnaire/Logo/help

Action Items:

Iteration 1 due Tuesday morning. Need PP done by Sunday. Videos can be done Monday. Need to show demo of code by Monday.

Meeting 2

Date and Time: 9/12/24 9:30 PM ET

Place: Discord phone call

Participants: Raymond Chen, Wenli Gai, Jake Kelly, Steve Chen, Max

Minutes taker: Jake Kelly

Timekeeper: Jake Kelly

Purpose:

3rd meeting to talk about lab3 and quiz due. Start to create a framework on how we will create app. Dive into Jira and Docker. Lost another member, gained Max - get Max a roll.

Agenda:

• Lab 2 discussion

• 2 users stories and 2 acceptance tests needed per team member in Jira

• Need to download and understand how Docker works.

• Start thinking about framework/classes/any necessary front or back end pre needs.

• Roll for Max

Discussions:

• Make sure everyone is on the same page about lab 2 - what is due, what to do. Need to talk later about Docker together (Sat/Sun/Mon)

• Make sure everyone does quiz

• Start up front and back end

• Update documents

• Max taking roll of Design and Implementation Leader

Key Decisions:

We need to figure out how to use Docker, we should all talk about it and what we can use from it as a group before submitting Lab 1. Max will take over Weng Zhou’s roll - hasn’t missed much since coding was not started at the time of meeting.

Action Items:

Lab and Quiz due Monday. Talk about Docker before Monday (discord chat). Start anything that needs to be started to prepare for upcoming iteration 1.

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)