**CS673 Software Engineering**  
**Team 1: Menu Match**  
**Meeting Minutes**

**Meeting 9**  
Date and Time: 11/06/2024, 3:00 PM - 4:30 PM  
Place: Google Meet  
Participants: Anshul, Roshni, Dirgha, Prayushi, Pratyush, Vignesh, Jiho  
Minutes Taker: Roshni  
Timekeeper: Jiho  
Purpose: Iteration 2 Review and Preparation for Submission

**Agenda:**

1. Review progress and final preparation for Iteration 2 submission.
2. Discuss and finalize all required documents and demo updates.
3. Address feedback from previous iterations and integrate improvements.

**Discussion:**

* Reviewed all tasks completed for Iteration 2 and verified all are ready for submission.
* Finalized and updated the README.md, SPPP, meeting minutes, progress reports, user stories, SDD, STD, and the presentation for Iteration 2.
* Updated the demo video for Iteration 2 and addressed previous feedback points.

**Key Decisions:**

* Approved all documents for submission post-review.
* Agreed to incorporate enhanced security features discussed for future iterations.

**Action Items:**

* Ensure all personal contributions to the documents are completed by the end of day.
* Final check and deployment of code to the staging environment.
* Lead the rehearsal for the Iteration 2 presentation scheduled for tomorrow.

**Meeting 8**  
Date and Time: 10/31/2024, 3:00 PM - 4:30 PM  
Place: Google Meet  
Participants: Anshul, Roshni, Dirgha, Prayushi, Pratyush, Vignesh, Jiho  
Minutes Taker: Pratyush  
Timekeeper: Prayushi  
Purpose: Iteration 2 Mid-Review and Planning

**Agenda:**

1. Review the halfway point of Iteration 2 and adjust project timelines and tasks.
2. Discuss any new issues or challenges encountered.
3. Begin planning for the final week of iteration including documentation and presentation preparation.

**Discussion:**

* Confirmed progress on major features like reviews, top restaurants by data fetching.
* Discussed challenges with API integration and potential solutions.
* Outlined tasks for the final push including testing and documentation.

**Key Decisions:**

* Decided to allocate additional resources to backend testing due to recent bugs.
* Agreed on a timeline for finalizing documentation and starting presentation preparation.

**Action Items:**

* Address API integration issues and ensure stability.
* Coordinate the finalization of the SDD and STD documents.
* Start drafting the Iteration 2 presentation outline.

**Meeting 7**  
Date and Time: 10/24/2024, 3:00 PM - 4:30 PM  
Place: Google Meet  
Participants: Anshul, Roshni, Dirgha, Prayushi, Pratyush, Vignesh, Jiho  
Minutes Taker: Jiho  
Timekeeper: Vignesh  
Purpose: Iteration 2 Kickoff and Initial Planning

**Agenda:**

1. Start of Iteration 2 and review of Iteration 1 feedback.
2. Plan the main objectives and features for Iteration 2.
3. Assign tasks and update the project timeline.

**Discussion:**

* Reviewed detailed feedback from Iteration 1, focusing on areas needing improvement.
* Defined key features for Iteration 2, including data fetching issues if Google API.
* Discussed initial tasks and set deadlines for key milestones.

**Key Decisions:**

* Prioritize user experience enhancements and robust filtering capabilities.
* Implement a bi-weekly review session for monitoring progress and maintaining focus.

**Action Items:**

* Lead the design and implementation of the user interface improvements.
* Begin backend development for new filtering options.
* Responsibilities –
  + Backend – Anshul, Roshni, Prayushi and Jiho.
  + Frontend – Pratyush, Vignesh, Dirgha

**Meeting 6**  
Date and Time: 10/17/2024, 3:00 PM - 4:30 PM  
Place: Google Meet  
Participants: Anshul, Roshni, Dirgha, Prayushi, Pratyush, Vignesh, Jiho  
Minutes Taker: Vignesh  
Timekeeper: Anshul  
Purpose: Iteration 1 Review and Closure

**Agenda:**

1. Final review of Iteration 1 deliverables.
2. Address remaining tasks and prepare for submission.
3. Collect and integrate feedback for improving next iteration.

**Discussion:**

* Ensured all coding, testing, and documentation were completed for iteration 1.
* Reviewed all deliverables against the project requirements to ensure completeness.
* Gathered feedback from team members on what went well and what could be improved.

**Key Decisions:**

* Approved the final submission of Iteration 1.
* Decided to incorporate a more rigorous testing process in the next iteration based on feedback.

**Action Items:**

* Complete final revisions of their respective parts of the project deliverable.
* Submit the final iteration 1 package to the professor.
* Organize a lesson learned meeting post submission to prepare better for Iteration 2.

**Meeting 5**  
Date and Time: 10/08/2024, 3:00 PM - 4:30 PM  
Place: Google Meet  
Participants: Anshul, Roshni, Dirgha, Prayushi, Pratyush, Vignesh, Jiho  
Minutes Taker: Pratyush  
Timekeeper: Prayushi  
Purpose: Iteration 1 Midway Check-in

**Agenda:**

1. Progress review on frontend and backend integration.
2. Assessment of current project risks and new issues.
3. Planning for the next stages of development and testing.

**Discussion:**

* Evaluated the integration progress, identified delays in backend setup.
* Discussed new risks including potential data security concerns with API.
* Planned for a more rigorous testing phase and discussed upcoming user testing strategies.

**Key Decisions:**

* Allocate additional resources to backend development to catch up on delays.
* Enhance security protocols for API communications.

**Action Items:**

* Address backend delays and focus on security enhancements.
* Continue developing the frontend and preparing for integration with the backend.

**Meeting 4**  
Date and Time: 10/01/2024, 3:00 PM - 4:30 PM  
Place: Google Meet  
Participants: Anshul, Roshni, Dirgha, Prayushi, Pratyush, Vignesh, Jiho  
Minutes Taker: Jiho  
Timekeeper: Roshni  
Purpose: Iteration 1 Planning

**Agenda:**

1. Feedback review from iteration 0 presentation.
2. Task assignments and timeline setup for iteration 1.
3. Discuss integration strategies for new features.

**Discussion:**

* Reviewed positive and critical feedback from iteration 0, discussed necessary improvements.
* Detailed planning for iteration 1 tasks including user registration features and API setup.
* Discussed strategies for efficient integration of frontend and backend components.

**Key Decisions:**

* Prioritize user experience improvements and robust API development.
* Set a bi-weekly review schedule to track progress.

**Action Items:**

* Lead the backend integration efforts.
* Oversee the frontend development and ensure alignment with backend functionalities.

**Meeting 3**  
Date and Time: 09/25/2024, 3:00 PM - 4:30 PM  
Place: Google Meet  
Participants: Anshul, Roshni, Dirgha, Prayushi, Pratyush, Vignesh, Jiho  
Minutes Taker: Dirgha  
Timekeeper: Pratyush  
Purpose: Iteration 0 Execution

**Agenda:**

1. Review and finalize the project name and initial documentation.
2. Prepare for the presentation of iteration 0 to stakeholders.
3. Discuss the setup and initial tests of development and staging environments.

**Discussion:**

* Finalized the team name as "MenuMatch" and completed iteration of 0 documents.
* Preparation for the next day's presentation outlined and roles assigned for the demonstration.
* Discussed the configuration of development environments and initial deployment using Docker.

**Key Decisions:**

* Set the project name officially as "MenuMatch".
* Completed all documents for iteration 0 submission.

**Action Items:**

* Review and finalize all iteration 0 documents by tonight.
* Ensure the staging environment is ready for the demonstration.

**Meeting 2**  
Date and Time: 09/17/2024, 3:00 PM - 4:30 PM  
Place: Google Meet  
Participants: Anshul, Roshni, Dirgha, Prayushi, Pratyush, Vignesh, Jiho  
Minutes Taker: Vignesh  
Timekeeper: Anshul  
Purpose: Defining Project Scope and Features

**Agenda:**

1. Finalize project scope and major features.
2. Discuss initial risk assessment and mitigation strategies.
3. Assign detailed roles for each feature development.

**Discussion:**

* Detailed discussion on essential features like Food Type Selection and Overall Restaurant Review.
* Identified potential risks including scope creep and integration challenges.
* Roles assigned for frontend, backend, and database management.

**Key Decisions:**

* Confirmed the set of features to be included in the first iteration.
* Established a basic risk management framework.

**Action Items:**

* Start on the architecture design for frontend services.
* Begin prototype designs for the backend functionalities.

**Meeting 1**  
Date and Time: 09/10/2024, 3:00 PM - 4:30 PM  
Place: Google Meet  
Participants: Anshul, Roshni, Dirgha, Prayushi, Pratyush, Vignesh, Jiho  
Minutes Taker: Prayushi  
Timekeeper: Roshni  
Purpose: Project Kickoff

**Agenda:**

1. Introduction of team members and roles.
2. Discussion of project ideas and final selection.
3. Overview of project management tools and communication plan.

**Discussion:**

* Team roles assigned based on individual skills and project requirements.
* Decided on developing a restaurant review platform tailored for users with special dietary needs.
* Agreed on using tools like Git/GitHub for version control, JIRA for task management, and AWS for hosting.

**Key Decisions:**

* Approved the restaurant review platform focusing on dietary needs.
* Agreed on communication protocols and weekly meeting schedules.

**Action Items:**

* Confirm account setup on all project management tools by next meeting.
* Draft an initial project plan and share it with the team.