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

### **Meeting 14**

**Date and Time:** 12/05/2024, 2:00 PM - 3:00 PM  
**Place:** Google Meet  
**Participants:** Anshul, Roshni, Dirgha, Prayushi, Pratyush, Vignesh, Jiho  
**Minutes Taker:** Pratyush  
**Timekeeper:** Vignesh

**Purpose:** Final Iteration Presentation

**Agenda:**

1. Rehearse the final presentation and ensure all sections are covered.
2. Validate the demo video and ensure alignment with the presentation.
3. Prepare for stakeholder questions.

**Discussion:**

* Conducted a full walkthrough of the final presentation and demo video.
* Addressed minor feedback to improve slide clarity.
* Prepared answers for possible stakeholder questions.

**Key Decisions:**

1. Approved the final presentation and demo video for submission.
2. Finalized all materials for the December 8 submission deadline.

**Action Items:**

* Submit presentation and demo video immediately after the presentation.

### **Meeting 13**

**Date and Time:** 12/01/2024, 3:00 PM - 4:30 PM  
**Place:** Google Meet  
**Participants:** Anshul, Roshni, Dirgha, Prayushi, Pratyush, Vignesh, Jiho  
**Minutes Taker:** Anshul  
**Timekeeper:** Dirgha

**Purpose:** Final Iteration 3 Review

**Agenda:**

1. Confirm completion of all features for Iteration 3.
2. Review and finalize demo video content.
3. Validate all submission documents.

**Discussion:**

* Confirmed feature completion, including dietary filtering, SSL integration, and review submission.
* Reviewed the demo video script and agreed on the key features to showcase.
* Conducted a final review of all submission documents (README.md, SPPP, meeting minutes, user stories, etc.).

**Key Decisions:**

1. Record the demo video on December 2, 2024.
2. Schedule a final presentation rehearsal on December 4, 2024.

**Action Items:**

* Record and edit the demo video.
* Finalize deployment testing on AWS.

### **Meeting 12**

**Date and Time:** 11/27/2024, 3:00 PM - 4:30 PM  
**Place:** Google Meet  
**Participants:** Anshul, Roshni, Dirgha, Prayushi, Pratyush, Vignesh, Jiho  
**Minutes Taker:** Jiho  
**Timekeeper:** Roshni

**Purpose:** Mid-Iteration 3 Review

**Agenda:**

1. Review feature completion status for Iteration 3.
2. Conduct preliminary testing for backend and frontend features.
3. Plan for the final presentation and submission checklist.

**Discussion:**

* Reviewed progress:
  + Backend: SSL integration complete; API response times optimized.
  + Frontend: Dietary filters and review submission UI finalized.
* Conducted preliminary tests, identifying minor issues in API performance and route protection.
* Discussed presentation flow and assigned sections to team members.

**Key Decisions:**

1. Fix remaining API and route issues by next meeting.
2. Prepare updated SDD and STD documents.

**Action Items:**

* Finalize documentation updates.
* Begin drafting the final README.md.

### **Meeting 11**

**Date and Time:** 11/20/2024, 3:00 PM - 4:30 PM  
**Place:** Google Meet  
**Participants:** Anshul, Roshni, Dirgha, Prayushi, Pratyush, Vignesh, Jiho  
**Minutes Taker:** Vignesh  
**Timekeeper:** Anshul

**Purpose:** Progress Review for Iteration 3

**Agenda:**

1. Review progress on dietary filtering and backend optimizations.
2. Discuss challenges in managing secure routes and API transitions.
3. Plan the demo video structure and content.

**Discussion:**

* Backend updates for SSL integration are in progress; minor challenges in API handling were reported.
* Frontend redesign for dietary filtering is nearing completion.
* Discussed the structure of the final demo video, highlighting user stories and critical features.

**Key Decisions:**

1. Finalize dietary filtering features by the next meeting.
2. Start demo video scripting and recording.

**Action Items:**

* Address backend security issues.
* Prepare initial demo script draft.

### **Meeting 10**

**Date and Time:** 11/13/2024, 3:00 PM - 4:30 PM  
**Place:** Google Meet  
**Participants:** Anshul, Roshni, Dirgha, Prayushi, Pratyush, Vignesh, Jiho  
**Minutes Taker:** Dirgha  
**Timekeeper:** Pratyush

**Purpose:** Iteration 3 Kickoff

**Agenda:**

1. Review feedback from Iteration 2.
2. Plan major objectives and timelines for Iteration 3.
3. Assign tasks and define milestones for the final submission.

**Discussion:**

* Reviewed feedback from the Iteration 2 presentation and identified areas of improvement: enhance dietary filtering, optimize backend performance, and address API integration issues.
* Finalized tasks for Iteration 3:
  + Backend: Optimize API response times and integrate SSL.
  + Frontend: Improve UI for dietary filtering and review submission.
* Set key deadlines for documentation, demo preparation, and testing.

**Key Decisions:**

1. Prioritize performance optimization for handling larger datasets.
2. Schedule a mid-iteration review on November 27, 2024.

**Action Items:**

* Begin working on backend optimizations.
* Start updating frontend designs.

**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 the 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 by 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.