**CS673 Software Engineering**

**Team 4 : Kickaas**

**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 7

**Date and Time:** Sep 24, 2025 11:00 AM

**Place**: Online (Google Meet)

**Participants:** Johannes / Javier / Shreya / Vamsi / Saniya / Kenni

**Minutes taker:** Kenni

**Timekeeper:** Javier

**Purpose:** Daily stand up + Review Plan and Proposal

**Agenda:**

1. Confirm this week’s tasks
2. Review and complete the project proposal
3. Plan the pre-presentation PPT and divide work
4. Align landing page design with PPT style
5. Add AI-related content
6. Review Related Work and Risk Management sections
7. Tooling & configuration management (Git/GitHub, IDE)

**Discussions:**

* **PPT status:** Template chosen (SlidesCarnival); deck set up; slides need content. Location: *Iteration Zero* folder.
* **Landing page:** Initial draft started; visual style matches PPT “vibe.”
* **Work split proposal:** Half the team to fill the PPT; half to finish the proposal.
* **Related Work:** Draft exists; needs cleanup, tighter narrative, and intro paragraph(s).
* **Functional requirements:** MVP = event/session creation (title/date/plan/capacity) + basic email registration. Advanced later: authentication, private events, ticket emailing, dashboard.
* **Non-functional requirements:** Quality standards; automated tests (unit + e2e, e.g., Playwright); security-by-design (e.g., password hashing if/when added); consistency across local/dev/prod.
* **Payments & integrations:** Candidate **Stripe** (not “strike”); consider maps/other third-party services; watch dependency risks.
* **Deployment options:** AWS Amplify or containerized service (TBD).
* **Configuration Management Plan:** Git/GitHub; IDE leaning to VS Code (team vote pending).
* **Risk management:** Communication gaps, duplicate work, third-party dependency risk, estimation uncertainty; track via risk register + Jira links.
* **Deadline:** Proposal due **tomorrow 06:00 AM**; priority = finish **proposal + PPT**.

**Key Decisions:**

* Use the selected SlidesCarnival template; keep PPT & landing page styles consistent.
* **Tonight’s priority:** finish proposal and fill PPT; regroup after submission.
* Repo uses **Git/GitHub**; automated testing to be introduced (tooling TBD, e.g., Playwright).
* Team vote still needed on IDE preference and deployment route.
* **Iteration 0** should be **completed by 7:00 PM** so **Shreya** can include all docs in GitHub and create a **release**.
* **Presentation speaking roles:**
  + **Project Overview:** Javier & Shreya
  + **Functional Requirements:** Sai
  + **Tech Side:** Johannes

**Action Items:**

* Everyone to review plan and proposal in detail right after the meeting
* Everyone to add their ai usage to the ai usage log
* Everyone to complete weekly progress report
* Include all docs when ready in the github repo - Shreya
  + SPPP document
  + Risk management sheet
  + Meeting minutes document
  + Weekly report sheet
* Create github release when all deliverables are included in the repo - Shreya
* Presentation
  + Sai
  + Saniya
  + Kenni
* Plan and Proposal
  + Shreya
  + Javi
  + Johannes

# Meeting 6

**Date and Time:** Sep 23, 2025 11:00 AM

**Place**: Online (Google Meet)

**Participants:** Johannes / Javier / Shreya / Vamsi / Saniya / Kenni

**Minutes taker:** Johannes

**Timekeeper:** Kenni

**Purpose:** Daily stand up

**Agenda:**

1. Daily stand up
2. Review proposal

**Discussions:**

* Configuration management plan
* additional features

**Key Decisions:**

* Finish first draft by end of day today
  + Go to section that interest you
* Finish and submit Configuration management plan by 09/24/2025 for other to review

**Action Items:**

* GIthub collaboration guidelines
* Link each section to the document
* Review other people sections

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# Meeting 5

**Date and Time:** Sep 22, 2025 11:00 AM

**Place**: Online (Google Meet)

**Participants:** Johannes / Javier / Shreya / Vamsi / Saniya

**Minutes taker:** Shreya

**Timekeeper:** Javier

**Purpose:** Daily stand up

**Agenda:**

1. Daily stand up
2. Database design

**Discussions:**

* PR Frontend by Johannes
* PR Backend by Javier
* Create ER Diag
* Work on completing the Proposal and planning
* Discussion of attributes and tables
* Event Analytics

**Key Decisions:**

* Sign Up Page
* Tables:-  
  User  
  Events  
  Event Attendees  
  Event Tags  
  Event Categories  
  Login Info

**Action Items:**

* ~~ER Diagram to be done by Sai/Shreya~~
* ~~Go through Javier’s PR - Johannes~~
* ~~Main Branch Merge~~

# Meeting 4

**Date and Time:** Sep 20, 2025 4:00 PM

**Place**: Online (Google Meet)

**Participants:** Johannes / Javier / Shreya / Vamsi / Yuanfei(Keni) / Saniya

**Minutes taker:** Sai

**Timekeeper:** [Javier Esteban De Celis](mailto:javiest@bu.edu)

**Purpose:** Define Event Manager MVP

**Agenda:**

1. SPPP Discussion
   1. MVP Core Features
2. Repo Structure
3. Basic Structure of Project (javi’s idea)
   1. User Browser → HHTP → Frontend → REST API calls → Python REST API → SQL Queries → DB
   2. Fast API might be the best to use for project
      1. Swagger Docs
4. How it works
   1. Create an event and make it Priv or public
   2. If public then scroll through event and see the public events
5. Tools to use/discuss
   1. Fast API
   2. SQL Lite
   3. Swagger Docs
   4. React
   5. Redux
   6. node.js

**Discussions:**

* MVP
  + Backend
    - Create an event
    - Get events
  + Public events - front end three pages
    - One page to create an event
    - One page to view all the public events
    - One page to view a single event
* First Iteration of MVP
  + Backend
    - Update an event
    - Improve the get events to allow sorting and filtering
  + Frontend
    - Improve list events page
      * Search
      * Filter
      * Sort
* Second Iteration of MVP
  + Backend
    - Improve endpoints to deal with login logic
    - Add location for events
  + Frontend
    - Login
    - Map for events
* Extra features
  + Private events
    - Invitations
    - …
  + Payment for events (paypal, stripe, venmo, …)
  + Assigned seats
  + Visual Calendar for the front end
  + Event Analytics
  + …
* Javi - backend, sql, ci and cd
* Johannes -
* Sai -
* Shreya - backend, python,
* Saniya - frontend
* Keni - frontend（js ） backend （java+python）
* Tech stacks
  + Backend
    - Python
    - Fastapi
      * Javi will help team on board
    - SQL
      * Sai can help with database set up and queries
      * ORM vs SQL statements for sql usage
      * PostgresSQL vs MARIADB
  + Frontend
    - React vs Next
    - Decided on Next
      * Johannes will help team on board

**Key Decisions:**

**Action Items:**

* ~~Work on database design - Javi, Sai, Saniya, Shreya~~
* ~~Frontend repo structure - Johannes~~
* ~~Backend repo structure - Javi~~
* ~~Everyone please review~~ [~~backend repo setup pr~~](https://github.com/BUMETCS673/cs673f25a2project-cs673a2f25team5/pull/3)

# Meeting 3

**Date and Time:** Sep 17, 2025 11:00 AM

**Place**: Online (Google Meet)

**Participants:** Johannes / Javier / Shreya / Saniya

**Minutes taker:** Johannes

**Timekeeper:** [vgarghi@bu.edu](mailto:vgarghi@bu.edu)

**Purpose:** Divide Project Iteration 0 Tasks

**Agenda:**

1. Jira status
   1. [vgarghi@bu.edu](mailto:vgarghi@bu.edu) finish the setup and share it with the team
2. Team name
   1. **Kickaas (Kick as a service)**
3. Project Iteration 0 - Event Manager / Planner
   1. SPPP
      1. Overview
      2. Related Work
      3. Proposed High Level Requirements
      4. Management Plan
      5. Configuration Management Plan
      6. Quality Assurance Plan
      7. AI Usage Log
      8. References
      9. Glossary
4. Lab 1
   1. [Project Repo Link](https://github.com/BUMETCS673/cs673f25a2project-cs673a2f25team5)

**Discussions:**

* Iteration 0 - Requirements

**Key Decisions:**

* Team/Project name Decided
* Assigned SPPP sections
  + Javi
    - Overview
    - Related Work
  + Sai/Shreya
    - looking into Proposed High Level Requirements
  + Johannes
    - Management plan
  + Saniya
    - Configuration plan
  + Kenny
    - Quality Assurance plan
* Meeting on Saturday instead of Friday

**Action Items:**

* ~~Sai to finish the JIRA setup and share it with the team~~
* ~~Everyone should have an initial draft with ideas and possibilities by Saturday of their section~~
* ~~Javi to text the group chat to setup a meeting for Saturday~~
  + ~~Potentially 4pm~~

# Meeting 2

**Date and Time:** Sep 15, 2025 11:00 AM

**Place**: Online (Google Meet)

**Participants:** Johannes / Javier / Shreya / Vamsi / Yuanfei(Keni) / Saniya

**Minutes taker:** Saniya Bhambhvani

**Timekeeper:** [vgarghi@bu.edu](mailto:vgarghi@bu.edu)

**Purpose:** Decide Project Meeting

**Agenda:**

1. Present project ideas
   1. Sai
   2. Johannes
   3. Saniya
   4. Shreya
   5. Keni
   6. Javi
2. Weekly Report
   1. Please duplicate the weekly report sheet [CS673\_ProgressReport\_team5](https://docs.google.com/spreadsheets/d/15JT3rL5aRP0C_hpUO_UIF41GMteHD65jXKg1mKluQCs/edit?gid=0#gid=0)
   2. Everyone needs to complete their own by thursday for week 1 (09/11 - 09/18)
3. Discuss project iteration 0 key deliverables [ProjectEvaluationRubric](https://docs.google.com/spreadsheets/d/1assyDKS03oU9QEdVJnf4JRAeY_1kpy_TFs8ENDgOP_I/edit?gid=0#gid=0)
   1. Individual weekly reports
   2. Iteration summary
   3. Meeting minutes
      1. **Let’s please be as detailed as possible in the agenda, discussion, key decisions, and action items sections**
   4. SPPP
   5. Github submission
   6. Presentation
   7. General communication
   8. AI usage
4. Set tasks for the next few days until Thursday
   1. Use Jira to keep track of tasks throughout project

**Discussions:**

* Everyone is pitching a project proposal;
  + Sai:
    - Language learning app
      * Frontend ([React.js](http://react.js))
      * Backend (Node.js + [Express.js](http://express.js))
      * Database (PostgreSQL / MySQL)
  + Johannes:
    - Expense Group (e.g Splitwise)
      * Web-based application
      * Node/[Next.js](http://next.js)
      * Database to track groups
      * User authentication
      * Venmo/Paypal integrated
    - Companion App
      * University wide app
        + University map
        + Create groups for studying
      * Javascript
  + Saniya:
    - Budget Friendly Recipe Website or App
      * Tab to filter by number of ingredients readily available
      * Tab to filter by time constraints
      * AI component
        + Can do price comparisons for ingredients with all local stores
        + Surprise me (Give randomly chosen recipe)
      * Frontend: Javascript
      * Backend: TBD
      * SQL Database
  + Shreya:
    - Password Manager
      * Encrypted
    - Event Manager
      * Seat registration, ticketing, seating
      * Payments through the app
      * Post event Analytics
      * Basic POC:-

Frontend (Public + Admin)

Backend API

Queue/Jobs: Emails

Storage:Tickets

Payment

* + Keni:
    - BU News
      * Specific to campus events
      * Similar to news summarizer
      * Website-application
        + Javascript
  + Javi:
    - Event planner (e.g. Partiful)
      * Social media
      * Registration for informal/formal events
      * Public/private events
      * Interactive Map (busy areas, where are events happening)
    - News summarizer and aggregator
      * Website based
        + Frontend: display news allow for filtering …
        + Backend: fetch news from different free sources using REST APIs calls and provide it in a more compact way to the frontend

**Key Decisions:**

* Website vs. App
  + Decided to go with a web-based application according to all of our skillsets
* Created a Discord poll to decide on a project
  + Poll due by 6 pm tonight
* [vgarghi@bu.edu](mailto:vgarghi@bu.edu) created a daily stand up
* Decided to use Jira as a task manager

**Action Items:**

* ~~Finish Discord poll by 6 pm~~
* ~~Please duplicate the weekly report sheet~~ [~~CS673\_ProgressReport\_team5~~](https://docs.google.com/spreadsheets/d/15JT3rL5aRP0C_hpUO_UIF41GMteHD65jXKg1mKluQCs/edit?gid=0#gid=0)
  + Everyone needs to complete their own by Thursday for week 1 (09/11 - 09/18)
* Sai will setup Jira for the team
* ~~Next meeting will be Wednesday at 11 am (Google Meet)~~
  + ~~Come up with a more solid list of tasks when the project is chosen~~

# Meeting 1

**Date and Time:** Sep 11, 2025 3:30 PM

**Place**: Classroom

**Participants:** Johannes / Javier / Shreya / Vamsi / Yuanfei(Keni) / Saniya

**Minutes taker:** [Javier Esteban De Celis](mailto:javiest@bu.edu)

**Timekeeper:** [Javier Esteban De Celis](mailto:javiest@bu.edu)

**Purpose:** Project Kickoff Meeting

**Agenda:**

1. ~~Meet the team~~
2. ~~Decide on a team name~~
   1. Let’s use team 5 for now
   2. Decided to wait until project is decided and then name the team
3. ~~Assign lead roles~~
4. ~~Decide 2 meeting times a week~~
   1. Meet after class in person (long meeting)
   2. Daily stand ups everyday (10 min)
   3. Monday Sep 15th meeting to decide project
5. ~~Plan next week worth of work~~
   1. Decide Project

**Discussions:**

* No major discussions, mainly a kick off meeting about deciding the projects and aligning on roles and responsibilities.

**Key Decisions:**

* Decided to push project decision back to Monday in order to give folks some more time to come up with project ideas
* Decided we will have a long team meeting every thursday after class and daily stand ups of about 10-15 mins everyday
* Lead roles were assigned based on choice and experience

**Action Items:**

* ~~Sai will send google meets inv for everyone~~
  + ~~Send thursday google meet inv as well~~
* ~~Everyone to send a schedule to discord following Saniya’s example~~
* ~~Everyone to come up with a few project ideas and present on monday~~

Below is an example from a previous project (You shall delete this part in your meeting minutes)

**Date and Time:** 1/26/12 7 - 8PM

**Place**: Group Phone Call

**Participants:** Dan Spuches, Grace Hopkins, Craig Cato

**Minutes taker:** Dan Spuches

**Time Keeper:** Craig Cato

**Purpose:** Project Kickoff Meeting

**Agenda:**

* Determine group name
* Determine project name
* Provide effort hours so far
* Finalize communication plan
  + Google group vs. Trello
* Find and discuss related works
* Google code
  + Create project site
  + File a test bug
  + Check in/out a test document
* Brainstorm requirements
* Discuss risks
* Determine an approach/process to use
* Assign roles

**Discussion:**

* Determine group name
  + Is this the same as project name? Yes
* Determine project name
  + Yet another weight tracker - taken
  + Yet another weight program - YAWP
    - Don't want to make YAWP noise when you stand on the scale
  + BodyStats
  + Yet another weight history program
  + Yet another weigh-in program
  + Yet another weight oriented program
* Provide effort hours so far
  + Members will email hours spent so far to Grace
  + Need to decide start/end of week
    - Week starts Saturday, ends Sunday
* Finalize communication plan
  + Google group - email distribution
  + Google code - upload and track all documents (including agenda, minutes, etc)
  + Trello - Discussions/brainstorming/to-do and completed tasks
* Find and discuss related works
  + http://download.cnet.com/Weight-Tracker/3000-2129\_4-10458217.html
  + weightchart.com
    - Web based
  + weightwatchers.com
    - Web based
  + Our project is standalone, not web based, open source (differentiator)
* Google code
  + Create project site
  + File a test bug
  + Check in/out a test document
  + SVN or GIT?
    - We will use SVN
    - Tortoise SVN for windows
  + What license will we use?
    - Apache 2.0
    - What are the terms?
    - Need to tag all works with the license text from http://www.apache.org/licenses/LICENSE-2.0
* Brainstorm requirements
  + Functional
  + Non-functional
  + Desktop java standalone client
  + Not networked
  + Single user per instance
    - Future - multiple users
  + Need to be able to enter weights
  + Calculate BMI
  + Charting over time
    - Export charts?
    - Daily weight change
    - Monthly weight loss
    - Trending of data
    - Projections
  + Target weight
  + Sounds?
    - Applause for loss
    - YAWP for gain
  + Computerize printed charts
  + Print charts/data
  + Export and save functions
  + Options
    - Configurable units
      * English vs metric
      * LBS vs KG vs Stones?
* Discuss risks
  + New tools - not understanding/knowing how to use tools
  + Schedules - work and home life
  + Keep it simple/limit scope creep
  + Originality - what differentiates us from others?
  + Multiple user functionality - may be too time consuming
  + Limited time for project as a whole
* Project criteria
  + Usefulness - nobody has yet found the best way to do it, there are a lot of other ones out there, none are right yet?
  + Complexity - will be sufficiently complex
  + Originality - it is original because Craig created the concept
* Determine an approach/process to use
  + Waterfall with feedback/iteration
    - Ability to revisit requirements and re-shuffle priorities
    - Need to build in the ability to respond to risks as they arise and difficult requirements
  + Possibly some agile concepts/aspects - prototype and test driven
  + JUnit testing - test driven development
* Assign roles
  + Grace - Leader and QA
  + Craig - Configuration Mgmt
  + Dan - Implementation

**Key Decisions**

* Project name is YAWP - yet another weight-tracking program
* Google code
  + https://code.google.com/p/yawp/
  + We will use SVN on Google code
  + Source code license - Apache License 2.0
  + Labels - health, academic, java
* Time tracking
  + Week start on Sunday
  + Week end on Saturday
  + Get time to Grace by noon on Sunday
* Communication Plan
  + Use Google group for email communication
  + Use Trello for task tracking (to-do and complete) and discussions/brainstorming
  + Use Google Code for document and code repository, version control
* Roles assigned:
  + Grace - Leader and QA
  + Craig - Configuration Mgmt
  + Dan - Implementation

**Action Items:**

* Review terms of Apache license - Dan, Craig, Grace
* Submit time to Grace by noon Sunday - Dan, Craig, Grace