**CS673 Software Engineering**

**Team 1 : Chit Chat**

**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 5**

**Date and Time:** 10/05/2025 11 AM EST

**Place**: Google Meet

**Participants:** Masih Vahida, Robin Roeoesli, Jordyn Lipsey, Deasia Little

**Minutes taker:** Robin Roeoesli

**Timekeeper:** Robin Roeoesli

**Purpose:** Backlog refinement + Sprint Planning

**Agenda:**

1. Check in with everyone on current stage
2. Iteration 3 items
3. Go over our jira board
4. Review & refine all current stories
5. Create new stories if needed
6. Assign stories

**Discussions:**

* Reviewed in-progress Jira tasks and updated completed ones.
* Assigned new tasks to each team member for iteration 3.
* Discussed and aligned on task priorities; selected tasks for the upcoming sprint.
* Went over the documents and discussed roles and tasks.

**Action Items:**

**Meeting 4**

**Date and Time:** 9/28/2025 11 AM EST

**Place**: Google Meet

**Participants:** Masih Vahida, Robin Roeoesli, Jordyn Lipsey, Deasia Little

**Minutes taker:** Deasia LIttle

**Timekeeper:** Deasia Little

**Purpose:** Backlog refinement + Sprint Planning + Go over the Iteration 2 documents

**Agenda:**

1. Check in with everyone on current stage
2. Iteration 2 items
3. Go over our jira board
4. Review & refine all current stories
5. Create new stories if needed
6. Assign stories

**Discussions:**

* Reviewed in-progress Jira tasks and updated completed ones.
* Assigned new tasks to each team member for iteration 2.
* Discussed and aligned on task priorities; selected tasks for the upcoming sprint.
* Went over the documents and discussed roles and tasks.

**Action Items:**

* Iteration 2 video
* Iteration 2 progress report
* Iteration 2 submission
* Review iteration 2 documents for comments from iteration 1 and update as needed
* Robin and Deasia to outline the presentation video (slide show and demo format)

**Meeting 3**

**Date and Time:** 9/21/2025 11 AM EST

**Place**: Google Meet

**Participants:** Masih Vahida, Robin Roeoesli, Jordyn Lipsey, Deasia Little, Ardit Briskaj

**Minutes taker:** Masih Vahida

**Timekeeper:** Masih Vahida

**Purpose:** Backlog refinement + Sprint Planning + Go over the Iteration 1 documents

**Agenda:**

1. Check in with everyone on current stage
2. Iteration 1 items
3. Go over our jira board
4. Review & refine all current stories
5. Create new stories if needed
6. Assign stories

**Discussions:**

* Reviewed in-progress Jira tasks and updated completed ones.
* Assigned new tasks to each team member for iteration 1.
* Discussed and aligned on task priorities; selected tasks for the upcoming sprint.
* Went over the documents and discussed roles and tasks.

**Action Items:**

* Deasia to take care of the STD document
* Ardit to take care of the SDD document
* All team members should review the Risk Management document and close any risks that are no longer applicable.
* Everyone review the SPPP document and the professor’s comments and update accordingly
* Everyone update the progress sheet
* Masih to update the progress sheet’s first page
* Iteration 1 release preparation.
* Iteration 1 presentation and demo videos by Ardit and Jordyn

**Meeting 2**

**Date and Time:** 9/14/2025 11 AM EST

**Place**: Google Meet

**Participants:** Masih Vahida, Robin Roeoesli, Jordyn Lipsey, Deasia Little, Ardit Briskaj

**Minutes taker:** Ardit Briskaj

**Timekeeper:** Ardit Briskaj

**Purpose:** Backlog refinement + Sprint Planning

**Agenda:**

* Check in with everyone on current stage
* Iteration 1 items (STD, SDD)
* Go over our jira board
* Review & refine all current stories
* Create new stories if needed
* Assign stories

**Discussions:**

* Went over newly created stories and reviewed all of them including all subtasks.
* Created new stories needed to the application up and running
* Assigned sprint 1 stories and planned out our sprint length strategy
* We talked about our testing strategy, unit vs integration testing.
* Planned out who is going to take the lead of the upcoming meeting minutes and plan out presenters for future iterations.
* Reviewed items due for iteration 1 and assigned each to a team member.

**Key Decisions:**

* Decided that everyone will be responsible for adding unit tests to their stories and Deasia will help out with integration testing.
* Decided to set up a database for our user login and saving messages system
* Decided to use AWS RDS to host our postgresql database
* Decided to make our sprint 1 week long

**TechStack:**

No tech stack change since week 1, only change is the addition of a postgresql database.

**Weekly Meeting Sunday** - 9 AM ET (8AM CT)

**Action Items:**

**Meeting Minutes of the future:**

Sep 7th: Jordyn

Sep 21st : Masih

Sep 28th: Deasia

Oct 5th: Robin

Oct 12th: Jordyn

**Presentations:**

Iteration 0: Masih, Jordyn

Iteration 1 (before Sep 23): Ardit, Jordyn

Iteration 2 (before Oct 7th): Robin, Deasia

Iteration 3 (before Oct 14th): Ardit, Masih, Robin, Deasia, Jordyn

**Meeting 1**

**Date and Time:** 9/7/2025 10 AM CT

**Place**: Google Meet

**Participants:** Masih Vahida, Robin Roeoesli, Jordyn Lipsey, Deasia Little, Ardit Briskaj

**Minutes taker:** Jordyn Lipsey

**Timekeeper:** Jordyn Lipsey

**Purpose:** Project Kickoff Meeting

**Agenda:**

1. Introductions
2. Time commitments
3. Frontend and backend language
4. Roles for SDD
5. Project Ideas
6. Next Steps
   1. Lab 1 - Set Up Git - **Due: 9/10**
   2. Project Iteration 0 (Proposal) - **Due 9/11**

**Discussions:**

* Introduction (Name and Programming Language Experience)
* Time Commitments
* Assigned Roles
  + Masih (Team Leader), Robin (Requirement Leader), Jordyn (Configuration Leader), Deasia (QA Leader), Ardit (Design and Implementation Leader), and Security Leader will be shared within the group
* Project Ideas
* Tech Stack discussion
* Git Hub: Masih already set up
  + Minimum one reviewer
* Next Steps (Project proposal role assignments)

**Key Decisions:**

**Time Commitment:** 10-15 hours / week

**Project Idea** (Pitched by Masih):

Community Chat App

* User Authentication: Individual accounts with password management.
* Notifications: Push notifications to keep users updated.
* AI Enhancements:
  + Integrated OpenAI-powered chatbot for conversations or support.
  + Summarize conversations for late joiners.
  + Translate messages for multilingual communities.
  + Smart suggestions (e.g., auto-replies, resource links).

**TechStack:**

* Backend: Node.js for server-side logic.
* Frontend: React for building interactive user interfaces.
* Real-Time Communication: Socket.IO for live updates and bidirectional communication.
* Authentication: Passport.js (potentially) for user login and authentication.
* Testing: Playwright for testing JavaScript-based components.
* Database: PostgreSQL for data storage.
* Project Management: Jira for issue tracking, sprint planning, and agile workflows.

**Next Meeting Wednesday** - 8 PM ET (7 PM CT)

**Weekly Meeting Sunday** - 9 AM ET (8AM CT)

**Action Items:**

Lab 1 - Set Up Git - **Due: 9/10**

* **Owner:** Masih

Jira - **Due 9/11**

* **Owner:** Robin

Project Iteration 0 (Proposal) - **Due 9/11**

1. Overview
   1. **Owner:** Masih
2. Related Work
   1. **Owner:** Masih
3. Proposal High Level Requirements
   1. Functional
      1. **Owner:** Ardit
      2. **Reviewer:** Masih
   2. Non-Functional
      1. **Owner:** Ardit
      2. **Reviewer:** Masih
4. Management Plan
   1. Objectives and Priorities
      1. **Owner:** Robin
   2. Risk Management
      1. **Owner:** Robin
   3. Timeline
      1. **Owner:** Robin
5. Configuration Management Plan
   1. Tools
      1. **Owner:** Jordyn
   2. Code Commit Guideline and Git Branching Strategy
      1. **Owner:** Jordyn
   3. CI/CD Plan
      1. **Owner:** Jordyn
6. Quality Assurance Plan
   1. Metrics
      1. **Owner:** Deasia
   2. Code Standard
      1. **Owner:** Deasia
   3. Code Review Process
      1. **Owner:** Deasia/Jordyn
   4. Testing
      1. **Owner:** Deasia
   5. Defect Management
      1. **Owner:** Deasia/Jordyn