

## **CS673 Software Engineering**

### **Team 4: Beatmap**

#### **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 1**

**Date and Time:** 09/07/2025, 1:00pm

**Place:** Google Meet

**Participants:** Sam Akerman, Greg G, Michael L, Zhehao Liao, Ed Cavallero

**Minutes taker:** Sam Akerman

**Timekeeper:**

**Purpose:** Project Kickoff

**Agenda:**

- Brainstorm ideas for project.
- Decide project.
- Determine risks.
- Assign Roles.
- Determine iteration 0 deliverables.

**Discussions:**

- Each team member came prepared with project ideas. We discussed them and based on our interests decided on one.
- Team role assignments.
- Tech stack to be employed.
- Risks
- Next steps.

**Key Decisions:**

- It was decided that the team is going to work on the Concert Finder project for this course.
- Leader for the different areas of the project will be:
  - Team: Sam.
  - Requirement Leader: Zhehao

- Design and implementation: Ed
  - Configuration: Sam
  - QA: Greg
  - Security: Michael
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- We're going to use Python as our main language. Github for source control. Github Actions for CI/CD. Docker for containerization and deployment. VS Code for IDE. Will use Jira as task tracker.
  - The list of relevant risks was determined, and preliminary scoring of risks was updated in the risk spreadsheet.

**Action Items:**

- The entire team will start working on the SPPP.
- The entire team will continue reading/researching to further refine the conceptualization of the project.
- Sam will create the new git repository and will invite the rest of the team.
- Sam will update this meeting's minute.
- Ed will reach out to the Professor/Teaching Team to determine a comprehensive list of iteration 0 deliverables.