**CS673 Software Engineering**

**Team 3 : Rhett**

**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.

Some meeting links are posted in Discord

**Meeting 9**

**Date and Time:** 6/17/24 3:15 ET

**Place**: Group Call - Zoom

**Participants:** Magnus, Adrian, Jack, Xi

**Minutes taker:** NA

**Timekeeper:** NA

**Purpose:** Final presentation

**Agenda:**

* Present the powerpoint slides

**Discussions:**

**Key Decisions**

**Action Items:**

**Meeting 8**

**Date and Time:** 6/16/24 9:00 - 9:30 PM CT

**Place**: Group Call - Zoom

**Participants:** Magnus, Xi

**Minutes taker:** Magnus

**Timekeeper:** Magnus

**Purpose:** One-on-one code demo from Xi

**Agenda:**

* Review PR and see live demo - 30

**Discussions:**

**Key Decisions**

* Xi will present live demo for final presentation

**Action Items:**

* Magnus will create PowerPoint for final presentation

**Meeting 7**

**Date and Time:** 6/10/24 7:00 - 7:30 PM ET

**Place**: Group Call - Zoom

**Participants:** Magnus, Adrian, Jack, Xi

**Minutes taker:** Jack

**Timekeeper:** Jack

**Purpose:** Iteration2 planning and looking at Iteration3

**Agenda:**

* Reminders - 5 mins
  + Final next week
    - Make sure to plan on Examity and follow testing guidelines
    - Open book and PDF
    - Review class lectures
  + Quiz 3 - Will be posted 6/11
  + Course evaluation
  + Group evaluation
* Giving Kudos - 5 mins
  + Adrian - Continued work on log-in
  + Jack - Changes on PivotalTracker
  + Xi - Updating DB ERD
* Iteration2 - Due Tuesday 6 AM ET prefer Monday evening - 10 mins
  + Adrian will handle Iteration2 Presentation
  + Make sure progress report hours are up to date
  + Will submit before 10 PM CT
* Iteration3 - 15 mins
  + Saw Jordany’s message - Team1
    - They’re doing email notifications
    - Wants to use Auth0 for something
    - Can look into it, not required (to my knowledge)
      * Provided my email - no updates as of now
  + DB Implementation
  + Everyone will present in the last Iteration - Try to block an hour to 1h30 (Can try to do asynch)
    - Magnus - Discuss overview of project, early setbacks, and collaborating.
    - Adrian - Discuss user login
    - Jack - Early model implementation and current Django models
    - Xi - Discuss DB
    - TBD (Someone who has presented in previous Iter or has working code) - Do a demo
  + Only one week

**Discussions:**

**Key Decisions**

* Models - Jack
* Adrian - Log-in, tests
* Xi - DB

**Action Items:**

* Magnus will create Iteration3 powerpoint draft and send to team to add their slides
* Xi will finish implementation of DB
* Start marking cases in pivotal tracker

**Meeting 6**

[**https://bostonu.zoom.us/rec/share/BeHaXbfxSJzjWjJ5TKdAGzxch5-nxhh1VHq2bLJ2v0PA5frJFfE1-VMSuKW70tOB.YyLe8kPXSN7YVB1L**](https://bostonu.zoom.us/rec/share/BeHaXbfxSJzjWjJ5TKdAGzxch5-nxhh1VHq2bLJ2v0PA5frJFfE1-VMSuKW70tOB.YyLe8kPXSN7YVB1L)

**(Access Password: JP.t^f$5)**

**Date and Time:** 6/6/24 7:00 - 7:40 PM CST

**Place**: Group Call - Zoom

**Participants:** Magnus, Adrian, Jack

**Minutes taker:** Jack

**Timekeeper:** Jack

**Purpose:** Feedback Discussion from Class and Iteration 2 Planning

**Agenda:**

* Reminders
  + Iteration2 - Due Tuesday 6 AM ET prefer Monday evening
  + Need to review PR and test
* Iteration2
  + Code cleanup
  + Database implementation

**Discussions:**

* Discussed Xi’s database class diagram
  + We consolidated some classes on the diagram to better model the project

**Key Decisions**

* DB implementation will be part of Iteration3
* Jack and Xi will present Iteration3

**Action Items:**

* Magnus will review Adrian’s PR and approve at latest Friday evening
* Adrian will present Iteration2

**Meeting 5**

**Date and Time:** 6/3/24 5:30 - 6:00 PM CST

**Place**: Group Call - Zoom (video on loom) [Loom recording](https://www.loom.com/share/474eafec8429495dbe0715910d2b6b43?sid=c5f8da98-b001-4f06-a959-68623333f617)

**Participants:** Adrian, Jack, Xi

**Minutes taker:** Jack

**Timekeeper:** Jack

**Purpose:** Feedback Discussion and Iteration 2 Planning

**Agenda:**

* Reminders: Lab 3 and Quiz - 5 mins
* Discuss Xi’s DB implementation and how to apply it for next iteration - 15 mins
* Take a look at Zhang’s feedback - 5 mins
* QA - 5 mins

**Discussions:**

* Discussed Xi’s database class diagram
  + We consolidated some classes on the diagram to better model the project

**Key Decisions**

* NA

**Action Items:**

* Xi will finish the DB ERD design diagram
* Jack will create stories for the next iteration
* Adrian will provide instructions for running the user login code

**Meeting 4**

**Date and Time:** 5/28/24 5:30 - 6:00 PM CST

**Place**: Group Call - Zoom

**Participants:** Magnus, Jack

**Minutes taker:** Magnus

**Timekeeper:** Magnus

**Purpose:** General QA

**Agenda:**

* Reminders - 5 mins
* General Discussion/Questions - 25 mins

**Discussions:**

* N/A

**Key Decisions**

* NA

**Action Items:**

* Jack and Adrian to review any docs in google docs
* Xi to continue working on DB

**Meeting 3**

**Date and Time:** 5/23/24 6:30 - 7:00 PM PST

**Place**: Group Call - Zoom

**Participants:** Magnus, Jack

**Minutes taker:** Magnus

**Timekeeper:** Magnus

**Purpose:** Review Coding Standards, Iteration 1 Assignments

**Agenda:**

* Reminders - 5 mins
* Assignment Discussion - 10 mins
* General Discussion/Questions - 15 mins

**Discussions:**

* N/A

**Key Decisions**

* Make sure to follow PR template and coding standards

**Action Items:**

* Jack and Xi - Implement the Questions model
* Adrian - Implement user login

**Meeting 2**

**Date and Time:** 5/20/24 7:00 - 7:30 PM PST

**Place**: Group Call - Zoom

**Participants:** Magnus, Jack

**Minutes taker:** Jack

**Timekeeper:**

**Purpose:** SPPP Review, New project, and Code for Iteration 1

**Agenda:**

* Reminders - 5 mins
  + Quiz, Lab2 Reminder, Iteration1
  + Review roles
* Assign SPPP Review - 15 mins
* Review initial code and future implementation and responsibilities - 10 mins

**Discussions:**

* Discussed feedback on Interation 0 SPPP
* Review change of scope discussed in class on 5/16
  + Moving to a survey feature where feedback on courses can provided
* As code starts to get written, review branching strategy and coding standards

**Key Decisions**

* Assigned Jack Requirements Leader and Design & Implementation leader for Django

**Action Items:**

* Submit Lab2 (all)
* Complete Quiz 1 (all)

**Meeting 1**

Recording and password:

<https://bostonu.zoom.us/rec/share/-SCY98pF_ShXU07y-cgObVr6pJ18UeXY6KhjMBlgxqNE-NMB4Me61RCoJcHwKnKj.Fd-XdX4kSQQ7FgPS>

(Access Password: $sb%7WD5)

**Date and Time:** 5/13/24 7:00 - 7:30 PM PST

**Place**: Group Call - Zoom

**Participants:** Magnus, Adrian, Jack, Xi

**Minutes taker:** Jack

**Timekeeper:** Adrian Ortiz

**Purpose:** Introductions and Project Kickoff

**Agenda:**

* Reminders - 5 mins
  + Lab1 Reminders - Make sure to commit to team.md in lab1 branch
  + Iteration0 due May 16 but let’s finish it on the 15th
* Brainstorm and Select project - 25 mins
  + Iteration0 documents: [Link](https://drive.google.com/drive/u/0/folders/1Dhys66JFb3UigcUJGBmEc4kOecIiV_i1)
  + Adrian has shared ideas on Assessment/Analytics
    - Testing Assessment Model (ML)
    - Unfilled roles - 4 person team?
    - Proposed High Level Requirements - SPPP 3
    - Timeline
  + Team 1 has shared their idea: [Link](https://docs.google.com/document/d/1qQZ9-hBxivJpV27o7_bdzvRAiWDpU-CKaFmXOarPvgM/edit?usp=drive_link) - if time allows

**Discussions:**

* There are still some open roles on the team, please review names and take on a role if you have not already done so
* Team 3 plans to create an analytics microservice to display performance, scoring, and other data to the user
* Reviewed the SPPP document and submission details

**Key Decisions**

* Decide on roles for team members

**Action Items:**

* Submit Lab1 on Blackboard if not already done so
* Once member of the team (Magnus) need to submit the iteration 0 lab report

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