**CS673 Software Engineering**

**Team 2 : A-Team**

**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 3**

**Meeting 2**

**Meeting 1**

**Date and Time:** 5/14/2022 1pm to 5pm(4 Hours)

**Place**: Zoom Meeting and Google Meeting

<https://zoom.us/j/95175633072?pwd=UFNDdFdiREh6ZnkvTUY5NlBOblQxUT09>

<https://meet.google.com/vut-yffs-hxk?authuser=1&hl=en>

**Participants:** Bharat Gogineni ,Ruiqi Chang, Chinmay Bhelke, Benoît Clemenceau, Taina Conde

**Minutes taker:** Ruiqi Chang/ Chinmay Bhelke

**Timekeeper: N/A**

**Purpose:** Project Kickoff Meeting

**Agenda:**

* Introduce each other
* Decide what language and frame we use in the project
* Set up a communication and meeting schedule.
* Brainstorm the project
  + Determine an approach/process and environment to use
* Discuss risks
* Decide the team name. Assigned team leaders, other leader roles and responsibilities for each role.
* Iteration 0 (Proposal) Group Submission file

**Discussions:**

* Introduce each other
  + Discuss the strengths and weaknesses of each team member
* Decide what language and frame we use in the project
  + Based on the team members interests and experience, find the common language and frame for front end and back end
* Set up a communication and meeting schedule.
  + There will have at least weekly meetings to update the project process
  + Normally, the team discussion will be on Discord and group chat.
* Brainstorm the project
  + First project idea
    - Web Application for Group Creation for CS673

User logs in

CICD for semesters

Groups are created based on timeline and interests(Language)

for ex user chooses JavaScript as interests and they are put in the JS group

* + - Photo Gallery Application with Features

Authorization for user

User can login and view and upload images

Functionality to download zip file of all images and index the images

* + - Job Tracker Application

Target to the people who are looking for job

User logs in , has list of tasks and component/card for every jobs which want to apply

Track the stage of each job: submit resume? First interview?

Need database?

* + Determine an approach/process and environment to use
    - Includes management tools and development environment.
* Discuss risks
  + Keep it simple/limit scope creep
  + What differentiates us from google sheet
* Develop progress
  + Project Management tool
  + Waterfall? Scrum? Agile?
  + What platform we use for this project?
* Iteration 0 (Proposal) Group Submission file
  + Decide the team name. Assigned team leaders, other leader roles and responsibilities for each role
  + Assign the project files to each team member

**Key Decisions:**

* Team name: A-Team
* Project name:FollowUp
* Project: Job Tracker Application
  + Front end- TypeScript and React
  + Back end- JavaScript and Express
  + We need backend DB running to store info for rows/tasks
  + REST API to transmit data from frontend to backend
  + Use GIT as the version control tool and github (https://github.com/) to host your project.
* Time tracking
  + Week start on Tuesday
  + Week end on Monday
  + Get time to Bharat by noon on Monday
  + Every week meeting will hold on Saturday.
* Communication Plan
  + Use discard group and text group for communication
  + Use Jira or pivotaltracker for task tracking (to-do and complete)
  + Use Git and GitHub for document and code repository, version control
* Roles assigned:
  + Bharat Gogineni: Team leader
  + Ruiqi Chang: Requirement Leader
  + Chinmay Bhelke: Design and Implementation Leader; Security Leader
  + Benoît Clemenceau: QA Leader
  + Taina Conde: Configuration Leader

**Action Items:**

* Review TypeScript and JavaScript of project -Bharat, Ruiqi,Chinmay,Benoît, Taina
* Finish SPPP -Bharat,Chinmay,Benoît, Taina
* Risk Management -Chinmay
* Meeting Minutes files -Ruiqi
* progress report-Bharat
* Slides and presentation-Benoît, Taina
* Submit time to Bharat by noon Monday-Ruiqi,Chinmay,Benoît, Taina