**CS673 Software Engineering**

**Team 6: BOLTX**

**Meeting Minutes**

**Meeting 1**

**Date and Time:** Sep/14/2022 11:00 am -13:15pm

**Place**: Zoom & Discord

**Participants:** Dawei, Shawn, Siming, TSing, Lijian,Haiyang

**Purpose:** Project Kickoff Meeting

**Agenda:**

1. **Decide group name**
2. **Determine Project name**
3. Project ideas
4. **Provide effort hours so far**
5. **Finalize communication plan**
6. Find and discuss related works
7. **Brainstorm requirements**
8. **Discuss risks**
9. **Determine an approach/process to use**
   1. **Agile**
   2. **waterfall**
10. **Assign roles**

**Discussions:**

1. Determine group name
   * Is this the same as project name? Yes
2. Determine project name
   * BOLTX
3. Project ideas
4. Provide effort hours so far
   * Members will email hours spent so far to Shawn (due every monday meeting)
   * Need to decide start/end of week
     + Week starts Wed 5pm (offsite) , ends Mon 10pm (online)
5. Finalize communication plan
   * Google group - email distribution
   * Google Docs/Drive - upload and track all documents (including agenda, minutes, etc)
   * Discord/Zoom/Webex - Discussions/brainstorming/to-do and completed tasks
6. Version control
   * Git/Github
7. Find and discuss related works
8. Brainstorm requirements
   * Put in “Project idea”
9. 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
10. Project criteria
    * Usefulness -
    * Complexity -
    * Originality -
11. Determine an approach/process to use
    * Agile with feedback/iteration
    * Deliver/update project with smaller iterations
12. Assign roles
    * Shawn([baymax@bu.edu](mailto:baymax@bu.edu)) - Team leader
    * Siming ([s1a1d1f1@bu.edu](mailto:s1a1d1f1@bu.edu)) - Requirement Leader
    * Youqing ([yshaots@bu.edu](mailto:yshaots@bu.edu)) - Design and Implementation leader
    * Lijian([yao049@bu.edu](mailto:yao049@bu.edu)) - Configuration leader
    * Dawei([davidyin@bu.edu](mailto:davidyin@bu.edu)) - QA leader
    * Haiyang Wang ([whaiyang@bu.edu](mailto:whaiyang@bu.edu)) - Security leader

Key Decisions:

* Project name is BOLTX -
* Time tracking
  + Week start on Wednesday
  + Week end on Monday
  + Get time to Shawn by noon on Monday
* Version control
  + Git/GitHub
  + Labels - java,XX,XX
* Communication Plan
  + Use Google group for email communication
  + Use Google Docs for task tracking (to-do and complete)
  + Use Webex and Zoom for discussions/brainstorming
  + Use Git/GitHub for document and code repository, version control
* Approach/process to use
  + Agile with feedback/iteration
* Roles assigned:
  + Shawn([baymax@bu.edu](mailto:baymax@bu.edu)) - Team leader
  + Siming ([s1a1d1f1@bu.edu](mailto:s1a1d1f1@bu.edu)) - Requirement Leader
  + Youqing ([yshaots@bu.edu](mailto:yshaots@bu.edu)) - Design and Implementation leader
  + Lijian([yao049@bu.edu](mailto:yao049@bu.edu)) - Configuration leader
  + Dawei([davidyin@bu.edu](mailto:davidyin@bu.edu)) - QA leader
  + Haiyang Wang ([whaiyang@bu.edu](mailto:whaiyang@bu.edu)) - Security leader

**Action Items:**

* Submit time to Shawn by noon on Monday - Siming,Youqing,Lijian,Dawei,Haiyang

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