**CS673 Software Engineering**

**Team 6: Panda**

**Meeting Minutes**

**Meeting #2**

**Date and Time:** Sep/15/2022 14:00 - 16:25

**Place**: Discord

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

**Purpose:** Project Weekly Meeting

**Agenda:**

1. Decide group name
2. Determine Project name
3. Project ideas
4. Assign roles
5. Set the weekly meeting time
6. Find and discuss related works
7. Assigning task
8. Brainstorm requirements
9. Discuss risks

**Discussions:**

1. Determine group name

* Panda

1. Determine project name

* IGroup

1. Project ideas

* Team Match system

1. Assign roles

* Shawn([baymax@bu.edu](mailto:baymax@bu.edu)) - Team leader
* Siming ([s1a1d1f1@bu.edu](mailto:s1a1d1f1@bu.edu)) - Requirement Leader
* Dawei([davidyin@bu.edu](mailto:davidyin@bu.edu))- Design and Implementation leader
* Lijian([yao049@bu.edu](mailto:yao049@bu.edu)) - Configuration leader
* - QA leader
* Haiyang Wang ([whaiyang@bu.edu](mailto:whaiyang@bu.edu)) - Security leader

1. Provide effort hours so far

* Members will email hours spent so far to Shawn (due every weekly meeting)
* Need to decide start/end of week
  + - Week starts ends Thu 2 pm (online) , ends Wed after class (offsite)

1. Find and discuss related works

* Try to comprehensive the previous student project

<https://github.com/BUMETCS673/BUMETCS673A1F21P3>

* Survey

<https://docs.google.com/forms/d/e/1FAIpQLSfkskHnSJLweJSulYyeBenhNPSyzHkQTRW6wzakM_Ffb3gJFA/viewform>

* Team Sign

<https://docs.google.com/document/d/1PzFrv9GLrKaXZP46fl1S_kaAev4Gb6BcfAxBUfSvNSs/edit>

* Related
* https://cdn.discordapp.com/attachments/1019358936496881734/1020067567949316218/Forming\_More\_Effective\_Teams\_Using\_CATME\_TeamMaker\_and\_the\_Gale-Shapley\_Algorithm.pdf

1. Brainstorm requirements

* Algorithm Discussion

1. Discuss risks

* Not perfect algorithm

1. Project criteria

Priority -

1. Algorithm Implementation

2. Backend framework

3. Frontend framework

4. Learning

1. Separation of duties

* Frontend - Shawn, Siming
* Backend - Dawei,haiyang,Lijian

Key Decisions:

* Project name is IGroup
* Time tracking
  + Week start on Thursday
  + Week end on Wednesday
* Roles assigned:
  + Shawn([baymax@bu.edu](mailto:baymax@bu.edu)) - Team leader
  + Siming ([s1a1d1f1@bu.edu](mailto:s1a1d1f1@bu.edu)) - Requirement Leader
  + Dawei([davidyin@bu.edu](mailto:davidyin@bu.edu)) - Design and Implementation leader
  + Lijian([yao049@bu.edu](mailto:yao049@bu.edu)) - Configuration leader
  + - QA leader
  + Haiyang Wang ([whaiyang@bu.edu](mailto:whaiyang@bu.edu)) - Security leader
* Separation of duties
* Frontend - Shawn, Siming
* Backend - Dawei,haiyang,Lijian

**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