**Meeting 7**

**Date and Time:** 10/16/2023

**Place**: Online, discord voice channel

**Participants:** Siddhesh, Deepali, Pushkar

**Minutes taker:** Siddhesh

**Timekeeper:** Siddhesh

**Purpose:** Weekly team meeting call

**Agenda:**

1. Discuss progress in individual tasks
2. Discuss deliverables for iteration 1

**Discussions:**

* Deepali is finishing configurations tasks like JIRA integration with github repo and using CI/CD tools for managing repo
* Deepali to also start working on setting up the project structure for backend in Flask.
* Currently we plan to implement two route’s

1. Health check route which would be used to check connection between the front-end and back-end
2. Fetch Videos route which would fetch videos from YouTube API and send it to the front-end as response

* Siddhesh is finishing YouTube API feature testing
* Siddhesh is also working on creating LoFi wireframes & User stories document in excel.
* Paridhi and Supriya would be working on creating user stories document in Jira using Siddhesh’s excel document as reference

**Key Decisions:**

* We discussed about things to present during Iteration 1 presentation and concluded that we are going to present

1. LoFi Wireframes
2. User stories created for each page
3. Demo
   1. YouTube API features through a demo app
   2. CI/CD Configurations / End to End flow from commit code changes on local machine to merging them on git
   3. Communication between Front-end and Back-end

**Action Items:**

* Deepali to finish setting up Github tools for CI/CD flow and JIRA integration
* Deepali to set up backend in Flask and create routes
* Siddhesh to finish YouTube API examples
* Siddhesh to finish LoFi wireframes and user story creation
* Paridhi & Supriya to work on adding user stories to Jira
* Siddhesh & Deepali to work on setting up initial communication between front-end and backend (and if time permits, to implement the search functionality without the user interface)

**Meeting 6**

**Date and Time:** 10/09/2023

**Place**: Online, discord voice channel

**Participants:** Siddhesh, Paridhi, Supriya, Ramya, Deepali

**Minutes taker:** Deepali

**Timekeeper:** Deepali

**Purpose:** Weekly team meeting call

**Agenda:**

1. Discuss progress in individual tasks
2. Divide tasks for coming week (10/09 - 10/15)
3. Discuss deliverables for iteration 1

**Discussions:**

* Our project now has a JIRA board, that is ready for use.
* User stories will be created and added to the JIRA board, sprint 1 has been started on JIRA.
* All project related work will be tracked on JIRA
* Deepali working on configuring CI/CD tools for the project, will give a session to the team members on Thursday.
* Siddhesh has been working on providing the team members a knowledge session on Youtube API.
* Siddhesh found out about Youtube Player API which will be useful for our project to get realtime activity data of a user, to track their learning progress.

**Key Decisions:**

* We were able to set our goals for iteration 1. We plan to complete search functionality and the ability to stream a video by the end of this iteration.

**Action Items:**

* Siddhesh will be conducting a tutorial session on youtube api.
* Deepali is working on integrating JIRA with github repo and conducting a session for CI/CD tools.
* Ramya is working on Lofi Wireframes
* Jira user stories/sprint are being completed by Paridhi and Supriya.

**Meeting 5**

**Date and Time:** 10/02/2023

**Place**: Online, Discord voice channel

**Participants:** Siddhesh, Ramya, Deepali, Pushkar

**Minutes taker:** Siddhesh

**Timekeeper:** Siddhesh

**Purpose:** Weekly team meeting call.

**Agenda:**

1. Discuss and divide tasks for the week of 10/02 - 10/08
2. Project Iteration 0 retrospection

**Discussions:**

* Talked about & divided tasks to be finished for this week. All the tasks fall into either of the two categories.

1. Exploring technologies & configurations required for the project
2. Requirement analysis (feedbacks), tasks creation in JIRA/Pivotal tracker

* Talked about rotating responsibilities for the role of Scrum Master / Meeting leader who is responsible for driving the weekly status call meeting. This role would be rotated among team members every week.
* Talked about the improvements in the team and overall approach to working by retrospecting project iteration 0. We plan to make 2 important changes after iteration 0
  + In the weekly team meeting, we assign tasks to each team member for that particular week and talk about blockers / pending tasks from the previous week
  + We plan to have a soft deadline before every iteration so that we aren’t working late on the day of the submission to submit all the required documents

**Key Decisions:**

1. Each team member would be responsible for driving the weekly status call as per the weekly rotation schedule.
2. Every weekly meeting each team member would be assigned tasks to work on for that particular week.

**Action Items:**

1. Deepali to work on CI/CD configurations for the project and to conduct a session for the team to walk through the entire process
2. Siddhesh to learn more about YouTube api with a dummy application to perform tasks like
   1. Fetch a video from youtube using a keyword through api
   2. Grab users metadata while watching the video like (total minutes of video watch)
3. Pushkar to work on getting feedback and feature requests from potential users of the app. This would help us generate a list of most requested features to least requested features.
4. Ramya to work on creating low fidelity wireframes for the essential features of the project. This will help us create concrete feature stories on the app

**Meeting 4**

**Date and Time:** 09/25/2023

**Place**: Online, Discord voice channel

**Participants:** Siddhesh, Supriya

**Minutes taker:** Supriya

**Timekeeper:** Supriya

**Purpose:** To catch up with the team and learn what has been accomplished to date.

**Agenda:**

1. Discussion of the activities taken thus far
2. Discuss the ideology of the project

**Discussions:**

* Had a broad discussion on the project
* Discussion is had with regard to the project's intended usage of technical concepts like Python Flask, React.
* Discussion for Iteration 0
* Discussion on Discord as a primary communication app for calls as well as discussion on chat.

**Action Items:**

1. To catch up with the team's and the projects' current progress.
2. Complete the iteration 0 presentation and documentations.
3. Learn more about python Flask, React and docker.

**Meeting 3**

**Date and Time:** 09/25/2023

**Place**: Online, Discord voice channel

**Participants:** Ayush, Deepali, Paridhi, Pushkar, Ramya, Siddhesh

**Minutes taker:** Ramya

**Timekeeper:** Ramya

**Purpose:** Status update on each individual’s task after Meeting 2.

**Agenda:**

1. Clarifying doubts amongst each other for each document
2. Updating status and any problems faced during preparing

**Discussions:**

* Paridhi and Ayush working on Progress Report , finalized the contents of the report
* Pushkar and Ramya are going to work on Risk Management and have got started.
* Deepali and Siddhesh are going to complete the SPPP document.
* Siddhesh is going to make the presentation slides.
* Team lead is going to have a call with Supriya to make sure she has all the information before the next class..

**Action Items:**

1. Further progress and complete each individual’s task.
2. Review for the entire team before class and submission.

**Meeting 2**

**Date and Time:** 09/23/2023

**Place**: Online, Discord voice channel

**Participants:** Ayush, Deepali, Paridhi, Pushkar, Ramya, Siddhesh

**Minutes taker:** Deepali

**Timekeeper:** Deepali

**Purpose:** Discussion for Iteration 0 documentation and final project idea

**Agenda:**

1. Discuss the project idea.
2. Discuss and divide the ownership of Iteration 0 deliverables.

**Discussions:**

* Had a broad discussion on how to present our work for the project.
* Finalised the problem we wish to work on as part of the project: it is very easy to get distracted when using social media platforms like YouTube for educational/learning purposes. There are several videos (of short durations) that have clickbait titles and thumbnails, tailored to garner more views. This often leads to falling into a spiral of more such videos, resulting in procrastination and YouTube being counterproductive to the learning process.
* Our project would aim to create a web application where watching educational videos is incentivized by giving the user a certain number of points. The user can later utilise these points to watch entertainment videos.
* We briefly touched upon the approach we would take to implement this solution.

**Key Decisions:**

1. The responsibility to maintain and ensure completion of each deliverable for Iteration 0 was distributed among the team members as follows:
   1. Presentation - Siddhesh
   2. Meeting Minutes - Deepali
   3. Progress Report - Aayush, Paridhi
   4. SPPP Risk Management - Pushkar, Ramya
   5. SPPP / Design Document + Readme - Siddhesh, Deepali
2. We decided on using Python Flask for the back end, React for front end.

**Action Items:**

1. Complete documentation for Iteration 0 submission/presentation till Tuesday (09/26).
2. Everyone needs to update their respective Progress Reports.
3. Conduct/Attend tutorial sessions for Flask, React and docker.

**Meeting 1**

**Date and Time:** 09/18/2023

**Place:** Online, Google Meet

**Participants:** Ayush, Deepali, Paridhi, Pushkar, Ramya, Siddhesh

**Minutes taker:** Siddhesh

**Timekeeper:** Siddhesh

**Purpose:** discussion for initial project idea and local GitHub repo setup

**Agenda:**

1. Discuss about potential project ideas
2. Discuss about lab1 and basic git repo setup
3. Figure a good time for weekly meeting depending on everyone’s availability
4. Decide and assign different roles between team members

**Discussions:**

* Talked about an idea for a project for attention span detection. It's a web application where the user would watch multiple media formats like images, videos and text. While the user watches those, behind the scenes we can calculate users attention span for different media and topics. This attention span can be rated from 1 to 10 where 1 is a low attention span while 10 is a high attention span. If the user receives a low attention span, the web app can suggest ways to improve it. This project idea is still tentative till Thursday (09/21)
* Discussed about initial git repo access and local setup for everyone. Talked briefly about overall GitHub flow while adding new changes to the repo.
* Talked about different roles required while working on the project and assigned these roles among the team members.
* Discussed availability within the week to schedule a weekly meeting for updates

**Key Decisions:**

1. Using Discord as a primary communication app for calls as well as discussion on chat. Whatsapp would be the secondary communication app used mostly for quick and short discussions
2. Weekly status meeting would be every Monday and it would be both in person as well as online where members can decide to attend the meeting together from a library while those who can’t attend in person can attend online.
3. Every meeting would be recorded so that members who miss the meeting due to other commitments can watch it later
4. Roles assignment as follows:

Pushkar - Design Impl Leader

Ramya - QA Leader

Aayush - Security Leader

Paridhi - Requirement Leader

Deepali - Configuration Leader

Siddhesh - Team Leader

**Action Items:**

1. Brainstorm and finalize the project idea by Thursday (09/21)
2. Ayush, Pushkar, Paridhi and Ramya to finish lab1
3. Merge lab1 branch to the main branch once everyone finishes their lab1 individually