**CS673 Software Engineering**

**Team 3 : Bug killer**

**Meeting Minutes**

All meeting minutes are kept in this single document. The latest meeting minutes should be at the beginning of 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 5**

**Date and Time:** 10/12/2023

**Place:** At School of Theology.

**Participants:** Siyuan Xue; Xiankun Niu; Jialin Li; Tony Xiang; Chandrasiri;Zhuoru Song

**Minutes taker:** Jialin Li

**Timekeeper:** Jialin Li

**Purpose:** Weekly meeting, setting up project configurations and assigning tasks

**Agenda:**

* Presentation 1 role assigned.
* SPPP paragraph updated.
* Finalizing the assignment of tasks for the project.
* Merge the work done by each member

**Discussions:**

* **Presentation 1 role:**

Tony Xiang

Zhuoru Song

Siyuan Xue

* **SPPP paragraph update:**

Overview and Related Work //Siyuan Xue

Proposed High level Requirements //Zhuoru Song

Management Plan //Xiankun Niu

Configuration Management Plan // Tony Xiang

Quality Assurance Plan //Jialin Li

References and Glossary //All members

* **Finalizing the assignment of tasks for the project:**
  + The project code will be refined and determined this week.

1. Register - Tony

2. Log in - Niu

3. Cart - Song

4. Menu - Chandrasiri

5. Confirmation（Scan QR Code to notify background）- Jialin

6. Home - Siyuan

* **Merge the work done by each member:**
  + Each person must submit their completed content to Xiankun Niu three days before the presentation 1, and Niu will merge the code.

**Key Decisions:**

* Decide who will participate in the presentation.
* Complete iteration 1 and submit.

**Action Items:**

* Log meeting minutes
* Prepare for iteration 1 presentation
* Complete Weekly\_ProgressReport
* Complete SDD

**Meeting 4**

**Date and Time:** 10/5/2023

**Place:** At School of Theology.

**Participants:** Siyuan Xue; Xiankun Niu; Jialin Li; Tony Xiang;Chandrasiri;Zhuoru Song

**Minutes taker:** Chandrasiri

**Timekeeper:** Chandrasiri

**Purpose:** Weekly meeting, setting up project configurations and assigning tasks

**Agenda:**

* Setting up the project development environment (PDE) on everyone’s laptops.
* Conduct a training session to handle the project development environment.
* Finalizing the assignment of tasks for the project.
* Setting up Coding, VC and Security standards.

**Discussions:**

* **Setting up the PDE on everyone’s laptops.**
  + The configuration leader introduced the PDE
  + Everyone completed the setting up of the PDE including VC with the help of the configuration leader successfully.
* **Training session to handle the project development environment.**
  + The configuration leader carried out a hands-on training session.
* **Finalizing the assignment of tasks for the project**.
  + The team leader briefed the finalized major tasks and finalized the assignment of tasks for the project between the members.

1. Register - Tony
2. Log in - Niu
3. Cart - Song
4. Menu - Chandrasiri
5. Confirmation（扫描QR Code 通知后台）- Jialin
6. Home - Siyuan
   * Discussed the level of complexity of each task and critical paths associated with the project and the iteration-1.

* **Setting up Coding, VC and Security standards.**
  + We altogether discussed and finalized the standards that we have to follow throughout the project.

**Key Decisions:**

* Finalized the type of RDBMS is used as file-based SQLite.
* Set a deadline for iteration-1.

**Action Items:**

* Log meeting minutes
* Allocate coding assignments for Iteration-1
* Complete lab2, and Quiz1
* Complete Weekly\_ProgressReport

**Meeting 3**

**Date and Time:**  10/2/2023

**Place:** online meeting

**Participants:** Siyuan Xue; Xiankun Niu; Jialin Li; Tony Xiang;Chandrasiri;

**Minutes taker:** Xiankun Niu

**Timekeeper:** Xiankun Niu

**Purpose:** weekly meeting and allocate tasks of next stage

**Agenda:**

* Analyze the problems of Presentation 0
* Naming rules of UML
* Coding assignment for iteration1
* Decide on specific technical details
* Discuss the innovations of the project

**Discussions:**

* Analyze the problems of Presentation 0
  + Siyuan introduced the problems of our first presentation and Paraphrased the teacher's request for improvement on the SPPP
  + Each of us make some suggestions after discussion
* Naming rules of UML
  + Determine the basic naming rules
  + About the names of attributions and functions of class, the subsequence is based on the preceding
* Coding assignment for iteration1
  + Xiankun introduced the functionalities to be implemented and the pages to be displayed in iteration1
  + Discussed the complexity and quantity of tasks associated with the creation of various pages
  + Everyone chose the coding assignment suitable for them
* Decide on specific technical details
  + Analyze the advantages and disadvantages of SMS and email verification
  + Choose to use an email verification code for the registration function
  + Tentatively determine the React front-end Framework
  + Authentication-Google firebase
* Discuss the innovations of the project
  + QR Code Integration
  + Recommend dishes to the customer using chatGPT API

**Key Decisions:**

* Determine the naming rules of UML
* Draft Iteration1 and allocate tasks for everyone
* Decide on specific technical stack and details
  + React
  + Email verification

**Action Items:**

* Log meeting minutes
* Draft Iteration1 and allocate coding assignments
* Complete lab2
* Complete Weekly\_ProgressReport

**Meeting 2**

**Date and Time:** 9/23/2023 6-7PM

**Place:** online meeting

**Participants:** Siyuan Xue; Jialin Li; Zhuoru Song; Tony Xiang.

**Minutes taker:** Tony Xiang

**Timekeeper:** Tony Xiang

**Purpose:**

**Agenda:**

* Role Assigned to Tony.
* Adjournal roles are rotating.
* Presentation role assigned.
* SPPP paragraph assigned.

**Discussions:**

* Tony, as a new team member, gets the role of configuration manager.
* For presentation zero, Jialin, Xiankun, Siyuan and Chandrasiri will participate.
* Software Project Proposal and Planning (SPPP) draft role assigned; initial version will be available by Thursday.
* In the future, meeting minutes will be taken by all team members in a rotational term style.

**Action Items:**

* Log meeting minutes.
* Draft SPPP.
* Log progress report.

**Meeting 1**

**Date and Time:** 9/16/2023

**Place:** online meeting

**Participants:** Siyuan Xue; Xiankun Niu; Jialin Li; Zhuoru Song; Chandrasiri.

**Minutes taker:** Siyuan Xue

**Timekeeper:** Siyuan Xue

**Purpose:**

**Agenda:**

* Determine group name
* Self introduction
* Confirm contact information
* Decide on project direction
* Brainstorm requirements
* Determine stack
* Discuss risks

**Discussions:**

* Determine group name
  + After voting, "Bug killer" will be the official team name in the future.
* Self introduction
  + Create everyone’s personal profile at ProgressReport doc
  + Decide everyone's leader role and record
  + Clearly define the weekly tasks that each person must do
* Confirm contact information
  + Discord will become the official communication method
* Decide on project direction
  + Web application is the main direction, and the web page will support some common functions
  + The code style is unified, with complete variable names and function function comments
* Discuss risks
  + Members leave: apply for new members to join or appropriately reduce the application's functions
  + Members' weekly tasks are not completed: other members will temporarily take over their tasks and report it. Refer to Risk1 when members fail to complete tasks multiple times
  + Members cannot attend the speech due to leave: Modular speech content
  + Code bug causes the merge to fail: modularize member tasks and have one member specifically responsible for merging
* Determine stack
  + Python flask

**Key Decisions:**

* Determine group name
  + "Bug killer"
* Self introduction
  + Clearly define the weekly tasks that each person must do
  + one member specifically responsible for merging
* Decide on project direction
  + Web application
  + The code style is unified
* Determine stack
  + Python flask

**Action Items:**

* Complete lab1
* Complete Weekly\_ProgressReport row
* Review Python Flask