**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 9**

**Date and Time:** 11/09/2023 3:15-4:30

**Place:** School of Theology

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

**Minutes taker:** Siyuan Xue

**Timekeeper:** Siyuan Xue

**Purpose:** Preparing for the final iteration

**Agenda:**

* Review and sort out the unfinished features of Iteration 2
* Discuss possible new features
* Troubleshoot database issues
* Explicit member tasks (submitted in iteration 2)

**Discussions:**

Review and sort out the unfinished features of Iteration 2

* The shopping cart failed to implement the add function
* UI design failed to be implemented
* Failed to complete kitchen end

Discuss possible new features

* Food search engine
* Dish recommendations
* Use of qr code

Troubleshoot database issues

* An offline meeting will be held on Saturday for discussion

Explicit member tasks (submitted in iteration 2)

* Document uploaded in discord

**Action Items::**

* Complete the unfinished features of Iteration 2
* Resolve database
* Complete documentation assignments

**Meeting 8**

**Date and Time:** 11/02/2023 3:15-4:00

**Place:** School of Theology

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

**Minutes taker:** Zhuoru Song

**Timekeeper:** Zhuoru Song

**Purpose:** debug and update from iteration 1

**Agenda:**

* Reviewing Progress Based on Iteration 1
* Tasks Derived from SDD and Page Specification
* Finalizing Customer-Side Tasks for Next Week
* Assigning New Responsibilities

**Discussions:**

**Current Progress Overview:**

* Merge Version: Niu's update on Saturday night.
* SDD and Page Specification: Niu updated the SDD and created page specifications based on the updates.
* UI Development: Siyuan is leading this.

**Assignments for the next week:**

All Participants: Finish their respective pages, commit, and make pull requests.

Niu: Merge and publish the updated work.

Jialin: Responsible for testing framework, testing code, and preparing for STD with Niu.

Tony: Focused on working with the database.

Chandrasiri: Tasked with updating the "menu."

Zhuoru: Update the "cart" functionality.

Siyuan: Additional tasks to be confirmed during the week.

**Risk Prevention:**

* All tasks are due by Tuesday.

**Action Items::**

* Complete assigned tasks by the deadline.
* Jialin to lead the testing framework and prepare for STD with Niu.
* Tony to focus on database-related work.
* Chandrasiri to update the "menu."
* Zhuoru to update the "cart" functionality.
* Niu to merge and publish the finalized work.
* Siyuan to await additional task assignments.

**Meeting 7**

**Date and Time:** 10/26/2023 3:15-4:00

**Place:** At School of Theology.

**Participants:** Xiankun Niu; Jialin Li; Tony Xiang; Chandrasiri.

**Minutes taker:** Tony Xiang

**Timekeeper:** Tony Xiang

**Purpose: Reset and Reassign**

**Agenda:**

* Now we are based on iteration 1
* Work Based on SDD and Page Specification
* Finish customer side next week.
* UI Designer
* Commit and create merge requests. Jialin’s new responsibility.

**Discussions:**

* **Current merge version: Niu Saturday night.**
* **SDD and Page specification:**

Niu updated SDD, created page specification based on that.

* **UI Dev: Siyuan**

**Assignments for the next week:**

Everyone: Finish their page, commit, and pull request.

Niu: Merge and publish.

Jialin: Testing framework, testing code, prepare for STD with Niu.

Tony: Working db.

Chandrasiri: Create a sample menu.

* **Risk Prevention: Everything Due on Tuesday.**

**Meeting 6**

**Date and Time:** 10/22/2023

**Place:** Online

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

**Minutes taker:** Xiankun Niu

**Timekeeper:**Xiankun Niu

**Purpose: Reset and Reassign**

**Agenda:**

* Some problems exposed by Iteration1
* Merge（uncompleted）
* unify the database（Tony and Xiankun）
* UI design
* everyone need to further improve the functions of their pages
* Tasks assignment for Iteration 2

**Discussions:**

1. **Some problems exposed by Iteration1**

For example, there are some problems with the page redirection, database connection.

1. **Merge (uncompleted)**

After the discussion, This work is assigned to Xiankun Niu

1. **UI design**

UI design is too simple，left to be further improved by Siyuan Xue

1. **Tasks assignment for Iteration 2**

waiting further confirmation with the team leader Siyuan)

**Assignments for the next week:**

* for customer
  + Review page（Siyuan Xue）
  + Personal page(Chandrasiri)
* for kitchen
  + Display page (Zhuoru Song)
* for Server
  + table management page（Xiankun Niu, Tony）
  + order management page (Jialin Li)

**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