**CS673 Software Engineering**

**Team 2 : SoloSavings**

**Meeting Minutes**

All meeting minutes are kept in this single document. The latest meeting minutes should be at the beginning of the document. For example, meeting 3 minutes is placed before meeting 2 in 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 3**

**Meeting 2**

**Meeting 1**

**Date and Time:** 09/09/23 @ 09:00 central US time (10:00 eastern US time)

**Place**: Discord Voice Channel team2

**Participants:** Will Aftring, Maryam Hussein, Andrew Ouellette, Christian Pratt, Whitney To, Hanwen Zhang

**Minutes taker:** Will Aftring

**Timekeeper:** Will Aftring

**Purpose:** Initial team meeting

**Agenda:**

* Identify project leads
* Determine semester project
* Determine weekly meeting cadence
* Assignment of Iteration 0 deliverables

**Discussions:**

* Individual experience
* Individual learning objectives
* Basic application architecture

**Key Decisions:**

* Leadership roles
  + Team Leader: Will Aftring
  + Design Leader: Maryam Hussein
  + QA Lead: Whitney To
  + Configuration: Andrew O
  + Requirements: Christian Pratt
  + Security: Hanwen Zhang
* Project decided to be budgeting web application
* Weekly standup date / time
  + Tu/Th post class (15 min duration)
* Larger weekly discussion
  + Sat 10:00 (60-90 min)
    - Subject to change based on individual availability

**Action Items:**

See JIRA board for details: [Team2-Springboot - Agile board - Jira (atlassian.net)](https://maryam95.atlassian.net/jira/software/projects/TS/boards/2/backlog)