<u>**CS673 Software Engineering**</u>
<u>**Team 3 : Team 3**</u>
<u>**Meeting Minutes**</u>

<u>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.</u>

<u>**Meeting 5**</u>

Date and Time: 9/24
Place: Zoom
Participants (sign-in): Jianle Xie, Abigya, Jingjing, Haolun,Yuxuan, Weihao
Minutes taker: Abi
Timekeeper: Abi
Purpose: Iteration 1 submission discussion

Agenda: Discussion deliverables for iteration 1
- **Combined frontend with backend and database**
- **Security work will get merged if we have time before the due date**
- **Able to run frontend and backend together using terminal**

Action items:
1) **Merge changes from "backend&database" to "backend-database-frontend"**
2) **Plan security and login work for next iteration**
3) **Try to dockerize frontend and backend**
4) **Prepare for presentation/iteration 1 submission**

<u>**Meeting 4**</u>

Date and Time: 9/20
Place: Zoom
Participants (sign-in): Jianle Xie, Abigya, Jingjing, Zhiwei, Yuxuan
Minutes taker: Jianle
Timekeeper: Jianle
Purpose: Iteration 1 part 3

Agenda:
- Go over feedbacks:

Github Submission	Make sure all commits going forward follow your code review process, rather than committing directly to main (review commit process)
Weekly Report	Make sure everyone fills out all sections, including the estimation for next weeks tasks. It looks like some were left with the default django example text.
Meeting Minutes	Make sure to keep it up for all other meetings as well. Also try to have the assigned timekeeper include the length of the meetings.
SPPP	Since you have two roles with different functionalities, authentication and authorization have to be essential functionalities. Also with the time estimate, it might be beneficial to break them down further so they are smaller chunks of work. Try to add a little more to the Objectives and Planning section to include specific goals. In the timeline section, please list a total of team hours rather than per person. Also be a little more specific about defect management and what you'll be looking out for
Communication	I recommend meeting a little more or communicating more in discord to make sure all the requirements are being worked on (either more meetings or active on discord)
Other notes	I recommend keeping the living documents (SPPP, meeting minutes, progress report, etc) in Google Drive, so they can be simultanously worked on. Also, the professor and facilitators would be able to leave specific comments on sections, rather than trying to describe where our feedback is here in this blackboard submission. - done

- Project plan:
  - Backend
    - Backend:SpringBoot + Database construction
    - Develop Class diagram -> Intellij draw diagram plugin
    - Develop database, tables and queries
      - Check SDDD overall requirements for database design
      - Basic CRUD queries
      - Make dummy entries for testing
    - Develop all necessary methods from data retrieval to business logic (MVC model)
      - Will work off controller for all basic CRUD queries
  - Front
    - Develop React pages for login, staff view, manager view
    - Explore React functionalities
  - Security
    - Integrate spring Security dependency
    - Work the dummy EMS_V1 to test security
    - Explore security functionalities to incorporate different user authentication and authorization
    - Integrate Jwt

Key decisions:
- Jingjing and Yuxuan will focus on backend
  - Database development
  - Class development
  - Method development
  - MVC architecture
- Jianle and Abigya will focus on frontend
  - React development
- Zhiwei and Weihao will focus on security
  - Security will implement JWT authentication
  - Zhiwei's business logic might need to be re-edited to fit Jingjing/Yuxan's backend configuration
- Any design changes to each sub_team's part will need to be updated accordingly to the SPPP/SDD
- Each component will individual testing
- Integration will happen later
- Next tentative meeting will be on Sunday - time tba via discord

Meeting 3

Date and Time: 9/16
Place: Zoom
Participants: Zhiwei, Abigya, John, Haolun, Yuxuan, Jingjing, Weihao
Minutes taker: Abigya
Timekeeper:
Purpose: Iteration 1 part 2

Agenda:
- Go over SDD
- Software Architecture: Discussed high level software architecture diagram with team. (Abigya)
- UI design: Discussed high level UI design with team. (John)
- Security Design: Discussed about possible and feasible security requirements.(Weihao)
- Business logic/Key algorithm: Discussed business logic and key algorithm with team. (Zhiwei)
- Design Pattern: Discussed project design pattern. (Yuxuan)
- Remaining design documents are the database design and class diagram.

Next Meeting:
  Date: 9/19/2023 or 9/20/2023 (5:15-6pm) or (6-7pm) to be finalized on Discord.

Key Decisions:
1. Team members to update their progress report.
2. Team members to update design documents to SDD.
3. John will send the shell spring project to team members to familiarize them with the backend code and database settings.

Meeting 2

Date and Time: 9/14
Place: Zoom
Participants: Abigya, Jianle, WeiHao, Yuxuan, Jingjing
Minutes taker: Jianle Xie
Timekeeper: Jianle Xie
Purpose: Iteration 1

Agenda:
- Review SPPP.2_Review_Related_Work
- Update/Review SPPP.3_Propose_High_Level_Requirement

- - Create user stories (Lab2)
    - Requirement Leader can move some into the current iteration?
- Update/Review SPPP.4_Risk_Management
- Update/Review SPPP.6_Quality_Assurance_Plan.Metrics
    - Number of user stories?
- SDD
    - Software Architecture: abigya
    - Class diagram: Jingjing
    - UI design: John
    - Database Design:
    - Security Design: weihao
    - Business logic/Key algorithm: Zhiwei
    - Design Pattern: Yuxuan
- Iteration_1 presentation:: Yuxuan + Jingjing
- Next meeting: Saturday/Sunday:
    - Jingjing: 5-6/6-7
    - Jianle: after 6pm
    - WeiHao: 6-7pm
    - Abigya: 6-7pm
    - Zhiwei Lin: 6-7pm
    - Yuxuan: 6-7pm
- Key decisions:
    - Saturday 6PM: please have design documents done

Meeting 1

Date and Time: 9/9
Place: Zoom
Participants: Haolun Li, Jianle Xie, Yuxuan Wang, Abigya Devkota
Minutes taker: Jianle
Timekeeper: Jianle
Purpose: Project initial 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

- Brainstorm requirements
- Discuss risks
- Determine an approach/process to use
- Assign roles

Discussions:
- Determine group name
  - Team3
- Determine project name
  - HRMassery (an employee management system)
- Provide effort hours so far
  - 24 hrs per person
- Finalize communication plan
  - Discord, Google Doc.,
  - 2 meetings/per week:
    - Weekend: fixed day on weekend (tentative to either saturday or sunday) for everyone
    - Weekday: after 5:15pm for everyone
    - Jianle Xie:
      - Available days:
        - Monday 9/11, Thursday 9/14,
        - Week of 9/17-23: 9/21(THU), 22(FRI), 23(SAT)
        - Week of 9/24-30: 9/24(SUN), 27(WED)
        - Week of 10/1-7: 10/1(SUN), 10/5(THU), 10/7(SAT)
        - Week of 10/8-14: 10/8(SUN), 13(FRI), 14(SAT)
        - Week of 10/15-21: 10/15(SUN), 10/20(FRI)
    - Weihao Mai: 7-10 am and 6:30- 7:30 pm EDT. (Currently resides International)
    - Abigya Devkota: Works from 9-5pm M-F
    - Zhiwei Lin: have classes on Tuesday/Thursdays 18:00-20:45 EST

- Find and discuss related works
  - Comparing to modern day employee management systems
- Brainstorm requirements
  - 2 roles: user and admin
  - User: can edit name…attribute
  - Admin: delete/update user info
- Discuss risks
  - Time constraint risk: not enough time to implement and deploy all functionalities without bugs
  - Tech stack risk: different degree of familiarity with SpringBoot, Java…etc
- Determine an approach/process to use
  - Start with a demo/scratch -> continue to modify/enhance
  - Possibly some agile concepts/aspects - prototype and test driven
  - JUnit testing - test driven development

- Assign roles
  - Team Leader: lead and coordinate the whole team and help other lead roles. Make sure the team can successfully complete the project on time: Jianle Xie

  - Backup Team Leader: helps and coordinates the whole team alongside the Team Leader: Zhiwei Lin

  - Requirement leader: manage and track the requirements using tools such as pivotal track. Work with the customers to decide the requirements.: HaoLun Li

  - Design and Implementation leader: lead the design and implementation process, including designing the software architecture, choosing or creating coding standard, retiring the risks in implementation tools, frameworks, libraries etc.: Abigya Devkota

  - QA leader: help choose or create quality metrics, review process, testing plan, reporting methods, and monitor mechanisms.: Yuxuan Wang

  - Configuration and leader: help setup Git, IDE and other related devops tools. Help other members use these tools.: Jingjing Tang

  - Security leader: lead and coordinate security activities throughout the project, including initial training, security requirements, vulnerability identification, security related testing, static analysis tools etc): Weihao Mai

<mark>Key Decisions</mark>

Team leader: Jianle Xie
Requirement Leader: HaoLun Li
Design and Implementation Leader: Abigya Devkota
QA leader: Yuxuan Wang

Project basic requirement: employee CRUD via Java-Springboot

Progress report and Lab_1 by sunday night 9pm

Action Items:
Progress report and Lab_1 by sunday night 9pm

Familiarize with git and spring boot concepts