**CS673 Software Engineering**

**Team 3 : Team 3**

**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**

**Date and Time:** 9/14

**Place**: Zoom

**Participants:**

**Minutes taker:**

**Timekeeper:**

**Purpose: Iteration 1 planning**

**Agenda:**

* Update metrics -> by user stories?

**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

**Key Decisions**

**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**