**CS673 Software Engineering**

**Team 5 : GearOnTheGo**

**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**

**Date and Time:** 09/11/2023 10pm EST

**Place**: Group Phone Call

**Participants:**

Samantha Mathis

Lazaro Perez

Jian Song

Ahnaf Tajwar

Saahil Vashishta

Shajee ur-Rehman

**Minutes taker:** Samantha Mathis

**Timekeeper:** Samantha Mathis

**Purpose:**  The purpose of this meeting was to go over the slideshow and record our presentation

**Agenda:**

Slideshow

Recording Presentation

**Discussions:**

* Risk Management and which way the highest Priorities were determined - we determined that the lower the priority was the highest risk
* Slideshow - who should present which slides
* Recorded our presentation
* Reminder to update Availability for weekly meetings

**Key Decisions:**

* We agreed upon our final recorded video
* Communication is key
* Everything must be done tonight 9/11 and then Samantha will uploaded everything to Github tomorrow

**Meeting 2**

**Date and Time:** 09/10/2023 6pm EST -

**Place**: Zoom Phone Call

**Participants:**

Samantha Mathis

Lazaro Perez

Jay Song

Ahnaf Tajwar

Saahil Vashishta

Shajee ur-Rehman

Trevor Michelson - TA

**Minutes taker:** Lazaro Perez

**Timekeeper:** Lazaro Perez

**Purpose:**  The purpose of this meeting was to meet each other and discuss the team name , and discuss the necessary documents needed for Iteration 0 as well as collaborate on each needed document for submission. As well as discussing our roles for the presentation.

**Agenda:**

* Discussing team name - **GearOnTheGo**
* Configuring the Risk Management Excel sheet
* Configuring the presentation for iteration 0
* Going over slide show and summary of the documents

**Discussions:**

* What we did on the weekend building team rapport
* Getting to know Trevor and asking him questions regarding our team project, grading standards, expectations, and forecasted assistance on our team project.
* Went over the SPP document and went over each item that was needed for the project proposal.
* Discussed the Risk Management spreadsheet and asked Trevor questions to understand how the excel is supposed to be completed and assessed based on the risks that we may face during the project.
* Outlined the format of how our presentation will be given as well as assign each slide to members of the group.
* Discussed the use of Jira, and the industry standard for project management tracking.
* Left with action items for each team member and expectations to be met for our next meeting.

**Key Decisions:**

* All team documents must be finished by our next meeting set on September 11th 7Pm EST.
* Jira to be configured by Jay, and then shared to each team member for use in the project.
* Presentation recording to be prepared by all members and completed before September 11th 7PM as well as going through each document before final submission to the Github repository.

**Action Items:**

* Finish the SPP
* Risk Management Excel sheet completion
* Presentation Slide completion, preparing for presentation
* Progress Report, and estimated tasks for the next iteration.
* Establish Jira subscription for the team

**Meeting 1**

**Date and Time:** 09/07/2023 8pm EST

**Place**: Group Phone Call

**Participants:**

Samantha Mathis

Lazaro Perez

Jian Song

Ahnaf Tajwar

Saahil Vashishta

**Minutes taker:** Samantha Mathis

**Timekeeper:** Samantha Mathis

**Purpose:**  The purpose of this meeting was to meet each other, discuss and decide project ideas, Figure out a time for meetings/availability, Set up Github.

**Agenda:**

Introductions

GitHub set up

Project Ideas

Availability

**Discussions:**

* We discussed how many of us use Mac or Windows (3 v 2).
* Roles and responsibilities
* Saahil joined with his suggestion of “For this class, my project idea is to create a phone or web application where recreational equipment owned by people can be rented. (Paddleboards, bikes, hiking gear etc.) We often see people paying huge amounts of some to rent equipment through companies and a lot of people owning this equipment don't end up using it as much. This app would be a perfect avenue to meet the demand supply for recreational equipment.”
* Should we include a database? Yes
* Web app or phone app? Web app
* Availability for weekly meetings

**Key Decisions:**

Roles assigned:

| Lazaro Perez | QA Leader |
| --- | --- |
| Ahnaf Tajwar | Security Leader |
| Everyone will take Lead | Configuration Leader |
| Jay Song | Architecture and Design |
| Samantha Matthis | Team Leader |
| Saahil Vashishta | Requirement Leader |

Project purpose:

We also decided that we would take on Saahil’s idea and have a web page where a user will need to login and then will be able to rent or rent out equipment needed for different outdoor activities. We will keep a database of users who have an account, items available to be rented, how long someone can rent out a specific item.

Availability:

Excel spreadsheet to fill in available times for meetings

Use Discord to communicate

**Action Items:**

Finish the SPPP and other Iteration 0 items this weekend

Each section of the SPPP was split up

Overview - Laz

Related Work - Saahil, Jay

Proposed High level Requirements -Saahil, Ahnaf

Management Plans Objectives and Priorities - Samantha

Risk Management -Samantha, Saahil, Ahnaf, Jay, Laz

Timeline - Samantha

Configuration Management Plan - Jay

Quality Assurance Plan - Laz

References/Glossary -Samantha, Saahil, Ahnaf, Jay, Laz

Update Github Repository

Come up with group name