**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 9**

**Date and Time:** 09/25/2023 9pm EST

**Length:** 3hr

**Link:** https://bostonu.zoom.us/rec/share/QAPQGCSk0WQ65XZEe6BruT1PyuaQDONBiyCP2Z1VK21i5hYzTniVVASL\_I1JT2H0.EavDCLOYuhiVdEoq?startTime=1695690353000

Passcode: @eBsF9T0

**Place**: Group Zoom Call

**Participants:**

Samantha Mathis

Lazaro Perez

Jian Song

Ahnaf Tajwar

Saahil Vashishta

Shajee ur-Rehman

**Minutes taker:** Samantha Mathis

**Timekeeper:** Samantha Mathis

**Purpose:**  To record our demo and presentation

**Agenda:**

* Go over all the documents
* Record demo
* Record presentation

**Discussions:**

* Merged in branches into main
* Troubleshooting why the database wasn’t connecting

**Key Decisions:**

* We took google authentication out of main because it needed specific authentication and was only set up for Saahil’s localhost. Once we host the website it will resolve this issue

**Action Items:**

* Finish up any last minute changes
* Submit iteration 1 to github

**Meeting 8**

**Date and Time:** 09/24/2023 9pm EST

**Length:** 1:30

**Link:** https://bostonu.zoom.us/rec/share/cF\_d6k8Xkd1kW6DjYqdYGUiqGo2qFb2MZj2FdMpIaFa2PjsxAm5Vo9XQoXPV3CmI.LDELTiA6J5KA3CEj?startTime=1695603869000

Passcode: G1#63eAi

**Place**: Group Zoom Call

**Participants:**

Samantha Mathis

Lazaro Perez

Jian Song

Ahnaf Tajwar

Saahil Vashishta

Shajee ur-Rehman

**Minutes taker:** Lazaro Perez

**Timekeeper:** Lazaro Perez

**Purpose:**  To discuss where we are with our code commits and Pull Request.

**Agenda:**

* Go over the progress of our functionality and where we are with our code.

**Discussions:**

* Spoke about the logic of the code and discussing the UI for the code.
* Discussing the PR’s that need to be merged.
* Website flow and discussing integration between each page and functionality of the website
* Walked Shahjee through NPM Start and downloaded NPM and troubleshooting his checkout page.
* Samantha was Super Woman and helped half the team troubleshooting

**Key Decisions:**

* Make sure the basic functionality is done and make a PR
* Progress Report

**Action Items:**

* Everyone -To Make a PR for everything they’ve completed and want done in this current iteration.
* Finish Documentation (STD, SPPP, SDD, Slides) by Monday 9pm EST
* All Slide and Tests and Progress Reports due by 9/25/2023
* Next Meeting meant for recording Video

**Meeting 7**

**Date and Time:** 09/22/2023 9pm EST

**Length:** 1hour30mins

**Link:** https://bostonu.zoom.us/rec/share/QQMX7Vfu-PYfGOZqKMDDBl\_-RDqiihay3S5NIC7uzdIb-PDbRVkW8GuUbNG\_tFKS.XPHimqmM4d7sDzb-?startTime=1695430905000

Passcode: #cVdQ6g%

**Place**: Group Zoom Call

**Participants:**

Samantha Mathis

Lazaro Perez

Jian Song

Ahnaf Tajwar

Saahil Vashishta

Shajee ur-Rehman

**Minutes taker:** Samantha Mathis

**Timekeeper:** Samantha Mathis

**Purpose:**  Code Review and Functionality Review

**Agenda:**

* Go over progress
* Help with any roadblocks
* Go over SDD
* Separate sections for STD

**Discussions:**

* IUpdates on everyone's progress

**Key Decisions:**

* Color Scheme:
  + #000000
  + #010007
  + #000002
  + #FCF3C8
  + #635F51
* Have two options for users to login with google or through the website

**Action Items:**

* Finish Implementation by Sunday 9pm EST
* Finish Documentation (STD, SPPP, SDD, Slides) by Monday 9pm EST

**Meeting 6**

**Date and Time:** 09/19/2023 8pm EST

**Length:** 45mins

**Link:** https://bostonu.zoom.us/rec/share/GDS95Ll0EInBDS0TVPqA9ISLKIWy9QA5bVBVTuCCSQkOPnOdw6iy5if3saRQTtZz.5MfAo4tqxAM3RC5a?startTime=1695169195000

Passcode: 1l^#1qL2

**Place**: Group Zoom 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 our progress in implementation

**Agenda:**

Check in on everyone's progress and any roadblocks

**Discussions:**

* What to use to host the database?
* What to use to host the website?
* How to connect everything
* How to work with user authentication

**Key Decisions:**

* Elephant SQL for database
* Netlify for Website

**Action Items:**

* Work on Implementation

**Meeting 5**

**Date and Time:** 09/17/2023 8pm EST

**Length:** 1hr30mins

**Link:** https://bostonu.zoom.us/rec/share/kUwAL-BAxyTiPklaQCBfsIjOwu6zEw0rPoabWi\_CukXC0W68JDTlEhAv0YWwdIto.ToE5cu8K6Fd0rEmJ?startTime=1694995258000

Passcode: eJ$n?FR1

**Place**: Group Zoom Call

**Participants:**

Samantha Mathis

Lazaro Perez

Jian Song

Ahnaf Tajwar

Saahil Vashishta

Shajee ur-Rehman

**Minutes taker:** Jian Song

**Timekeeper:** Jian Song

**Purpose:**  The purpose of this meeting was to go over things needed for lab2.

**Agenda:**

Go over Jira user stories and other related Jira topics

Discuss hands on implementation details

**Discussions:**

* Decide on a unified standard of Jira user stories within a team
* Clarify user story requirements in Lab 2
* How to deal with sprints
* How to use UMLet
* How to deal with SDD document

**Key Decisions:**

* Go with Saahil’s way in terms of ‘Feature’ type
* Requirements leader (Saahil) will manage all Jira tickets into sprints progressively, and will add epics gradually
* Everyone will manage their own stories and insert tasks within those
* Split up tasks regarding SDD document

**Action Items:**

* Complete SDD document by next Sunday meeting (9/24)

**Meeting 4**

**Date and Time:** 09/15/2023 9pm EST

**Length:** 1hr

**Link:** https://bostonu.zoom.us/rec/share/VlBjtjxdAyG3v6xt33AMidGvNRiJxNzBA5Pb6Nqu\_\_aNPLtnTHtnNBjG1WxOUdb\_.vAjplBaDSqBtZ0YH?startTime=1694827241000

Passcode: Zl1C$ZEH

**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 things needed for lab2, Talk about our design for starting implementation

**Agenda:**

Go over Jira

Split of requirements

**Discussions:**

* How we should split up implementing
* How Users stories and pointings should work

**Key Decisions:**

* We split up 6 different sections
  + User Registration - Database (Saahil)
  + User Login/Passwords (Ahnaf)
  + Search for items to rent (Laz)
  + Make Reservation (Jay)
  + Checkout (Shajee)
  + Add equipment (Samantha)

**Action Items:**

* Finish lab2
* Plan another meeting
* Connect Jira and Github

**Meeting 3**

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

**Length:** 1hr

**Link:** https://bostonu.zoom.us/rec/share/1jvRA8M7\_LjXZCj2tffN3cpXKXqgRT-3gKxX12ykitYLVrjuAFNOpAisyLTOF1YG.MZrP8N1rFFCZd98a?startTime=1694486593000

Passcode: eQ.LB2h#

**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

**Length:** 2hr30mins

**Link:** https://bostonu.zoom.us/rec/share/qW9hZBrDOu9GWUEvln4v15JGLSTmCJcaANmd33ermVMgqBsSi5ru1KQlhTk9tphH.YwO3fOWsUngVQmUc?startTime=1694383556000

Passcode: J0u#Ku^N

**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