**CS673 Software Engineering**

**Team Rocket - Project RCM: Rental Car Management**

**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 7**

**Date and Time:** 9/25/2023 9:00 pm est - 9:30 pm est

**Place:** Discord

**Participants:** Nick, Devon, Changqing Wang (Kris), Chenghao Ye (Steven)

**Minutes Taker:** Nick

**Time Keeper:** Nick

**Purpose:** Going through what had been completed for iteration 1 so that we might complete documents that required them (such as the STD, SDD and presentation)

**Agenda:**

* Talk about the necessary things to complete for the end of the sprint.

**Discussion:**

* Steven and Kris gave us a quick rundown of what they have worked on so far
* Steven would complete the demo
* Nick would work on the presentation and presentation video
* Devon would finish the STD and SDD as planned

**Meeting 6**

**Date and Time:** 9/24/2023 12:00 pm est - 1:00 pm est

**Place:** Discord

**Participants:** Nick, Alisa, Devon, Changqing Wang

**Minutes Taker:** Devon

**Time Keeper:** Devon

**Purpose:** Doing the STD, SPPP, SDD

**Agenda:**

* Outlining what tasks we need to complete for this Tuesday's submission an dhow we plan to complete them.

**Discussion:**

* Steven and Kris have been working on the console for the front-end and back end
* Devon has been working on the home page
* Nick, Alisa, and Devon will be working on documentation for Iteration 1

**Meeting 5**

**Date and Time:** 9/23/2023 12:00 pm est - 12:36

**Place:** Discord

**Participants:** Nick, Alisa, Devon

**Minutes Taker:** Nick

**Time Keeper:** Nick

**Purpose:** Discuss what we have worked on and what we will prioritize moving forward

**Agenda:**

* Discussing what has been completed and how to work together with documentation.

**Discussion:**

* Steven and Kris have been working on the console for the front end and back end
* Devon has been working on the home page
* Nick, Alisa, and Devon will be working on documentation for Iteration 1
* We will try to hold another meeting the following day to discuss and work on documentation, as well as hopefully have the other members participating.

**Meeting 4**

**Date and Time:** 9/16/2023 1:00 pm est - 2:00

**Place:** Discord

**Participants:** Nick, Alisa, Devon, Kris

**Minutes Taker:** Nick

**Time Keeper:** Nick

**Purpose:** Figure out who will work on what task moving forward.

**Agenda:**

* Determine how to move forward with the project and what each individual’s expectations and roles will be.

**Discussion:**

* Worked on assigning who will work on what, noting it on JIRA.
* Adding a shorter additional meeting (Thursday post-class)

**Meeting 3**

**Date and Time:** 9/13/23 1:50 pm est - 2:05 pm est

**Place:** Discord

**Participants:** Nick Cruz, Alisa

**Minutes Taker:** Nick

**Purpose:** Catch Alisa up with what was happening.

**Agenda:**

* Determine how to proceed with roles and responsibilities.

**Discussion:**

* Helped clear up misunderstandings about roles
* Alisa would work on and complete SPPP Risk Management doc

**Meeting 2**

**Date and Time:** 9/12/23 9:00 pm est - 10:00 pm est

**Place:** Discord

**Participants:** Nick Cruz, Cangqing Devon, Chenghao

**Minutes Taker:** Nick

**Purpose:** Discuss project after team changes

**Agenda:**

* Determine how to proceed with roles and responsibilities.

**Discussion:**

* + Spread some responsibilities
  + Clarified project details to newer members
  + Decided that more discussion would be needed when the group is fully together to fully have direction and purpose

**Meeting 1**

**Date and Time:** 9/9/2023 12:00 pm est - 2:23 pm est

**Place**: <https://bostonu.zoom.us/j/98963978889?pwd=dEdWV0dpTlJzbGJsUGFOZ1N5cmxrUT09>

**Participants:Abdallah El Hamawi, Nick,Kris(Cangqing Wang**

**), Devon, Alisa Belousova, Chenghao Ye - Attended the next day**

**Minutes taker: Abdallah**

**Time Keeper: Nick**

**Purpose:** Project Kickoff Meeting

**Agenda:**

* Determine group name
* Determine project name
* Type of stack
* Provide effort hours so far
* Finalize communication plan
  + Discord
* Brainstorm requirements
* Meeting days
* Discuss risks
* Determine an approach/process to use
* Assign roles

**Discussion:**

* Project name: RCM: Rental Car Management
* MERN - Mongodb, Nodejs, and react, Express
* Download mongodb compass
* Role assignments:

| Alisa Belousova | Configuration Leader |
| --- | --- |
| Abdallah El Hamawi | Team Leader and requirements leader |
| Nick Cruz | Design and implementation |
| Devon Duddley | QA Lead |
| Kris **Cangqing Wang** | Security Lead |
| Chenghao Ye | Security Lead |

* Front end: Devon, Abdallah
* Backend: Kris, Alisa
* Both: Nick, Chenghao
* Provide effort hours so far
  + Members will email hours spent so far to \_\_\_\_\_\_ submit hours to Abdallah by Tuesday 9/12
    - Meeting days - Saturday 9am -12pm PST
* What to work for next week/ what to complete for the assignments deadline:
* 6 documents to submit
* Nick will do the 2 assignments :
  + doc/CS673\_presentation0\_teamX
  + demo/CS673\_presentation0\_teamX (video)
* 4 remaining documents - will be finished by the end of the meeting
* MotionJS and tailwindcss - for animation and design - to be worked on by Kris and Devon
* Nick UML map
* Wireframes to be created by 9/11/2023 and to be uploaded on github
* Devon and Nick will create the wireframes - backend and frontend
  + 6 pages between the frontend and backend. Make sure that the pages are linked through express API routers
  + Project: Database for Business with logging in features
  + Homepage
* Logging in
* Option to choose what category business or an option for users to choose what they are interested in
* Business side/ user side/ admin page
* Page for business to enter their data
* Could add more - depending on need and functionality
* Jira to track project task - Abdallah
* Discuss risks
  + New tools - not understanding/knowing how to use tools
  + Schedules - work and home life
  + Keep it simple/limit scope creep
  + Originality - what differentiates us from others?
  + Multiple user functionality - may be too time consuming
  + Limited time for project as a whole
* Determine an approach/process to use
  + Agile methodology
* Update team on discord on what your working on or completing
* Meet at least once a week - Saturday 9am-12pm PST (works for everyone)
* Try to add another day if possible
* Create different threads for frontend, backend, security, QA, and design and wireframes
  + Jest testing