**CS673 Software Engineering**

**Team 1 : Team1**

**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.

**Date and Time:** 5/14/2024 9 - 9:45PM EST

**Place**: Zoom call recorded

* **Participants:** Shenxiao Li, Chaozheng Zhu, Hunter W. Jordany Arnaud -

**Minutes taker:** Jordany Arnaud

**Time Keeper:** Hunter W.

**Purpose:** Project 3rd Meeting

**Agenda:**

* Overview: motivation, purpose, potential users. DIscuss user stories
* Develop management plan further
* Initial Planning documents
* Coding standard, code review and code testing.
* Define project title and brainstorm major functionalities
* Notification Services: define notification requirements/user requirements -
* List tech stacks and tools need to learn, set time

**Discussion:**

* Coding review discussion on live coding and being able to present it verbally in front of team to get purpose and outcomes across clearly.
* Other coding review options discussed.
* Use of JUnit5, and Pivotal Tracker and RESTAssured and Postman. These should be sufficient for code consistency and bug testing.

**Action Items:**

* Add items to Iteration 0 within Google docs ready for first presentation
* Hunter to flesh out SEction 6.
* Add presentation slides and notes relevant to your part
* James and one other (any volunteers?) to present for Iteration 0 - ie proposal.
* Decide upon next meeting time via Discord.

**Date and Time:** 5/12/2024 8 - 9PM EST

**Place**: Zoom call recorded

* **Participants:** Shenxiao Li, Chaozheng Zhu, James Penner -

**Minutes taker:** James Penner

**Time Keeper:** Chaozheng Zhu

**Purpose:** Project 2nd Meeting

**Agenda:**

* make a shared timesheet?).
* Check on feedback from other groups? Are we able to define roles yet? - We chose notification and another group has too.
* Overview: motivation, purpose, potential users.
* Choice of branching strategies (git): <https://www.abtasty.com/blog/git-branching-strategies/> - professor discussed this today
* Check Monday for this week’s tasks including:
* Define project title and brainstorm major functionalities
* Notification Services: define notification requirements/user requirements -
* List tech stacks and tools need to learn, set time
* Develop Notification Logic

**Discussion:**

* one group is likely to UI part of project - tba;
* Is group 2 doing User Management and we are taking on Notification Management?
* API communication tool - will this be a whole class collaboration?
* Have started a brainstorm document to flesh out the various notifications that users may want.
* Began to flesh out the User stories, see Sherry Management Plan draft.
* Users, ie students can subscribe, or unsubscribe at end of term/at graduation.
* Users to get updates on class discussion posts, and grades etc
* Observer design pattern discussed as useful tool for enhancing code, those in attendance comfortable to use that feature, other design patterns may be considered. Add that to brainstorm if any suggestions/ideas come up.
* Springboot coding, need to determine who is most proficient in the team
* Sherry has set up Presentation document in TeamFirst Google docs.

**Action Items:**

* Add items to Brainstorm page
* Decide on Team Name: James suggestion: “AnythingIsPossible” - please provide suggestions either in Discord or Brainstorm page.
* Each person to advise on discord, which part of the presentation they would like to focus on
* Add presentation slides and notes relevant to your part
* Should we ask for extension? I know that I am travelling tomorrow and will find it difficult to make deadline, so shall we ask for 1 more day?
* James and one other (any volunteers?) to present for Iteration 0 - ie proposal.
* Decide upon next meeting time via Discord.

**Date and Time:** 5/9/2024 8 - 9PM EST

**Place**: Group Phone Call , Discord

**Participants:** Shenxiao Li, Hunter W., Jordany Arnaud, Chaozheng Zhu,

**Minutes taker:** Chaozheng Zhu

**Time Keeper:** Chaozheng Zhu

**Purpose:** Project Kickoff Meeting

**Agenda:**

* Determine microservice we need work on
* Assign roles of team members
* Decide communication plan
* Decide Project Management Tool

**Discussion:**

**Action Items:**

* Determine microservice we need work on
  + User Management
* Assign roles of team members

| Lead Role | (Java/Springboot)  Microservices? |
| --- | --- |
| Team Leader | Jim Penner |
| Requirement Leader | Shenxiao Li |
| Design and Implementation Leader | Jordany Arnaud  Hunter W. |
| Configuration Leader | Chaozheng Zhu |
| QA Leader | Hunter W. |
| Security Leader | Jordany Arnaud |

* Communication Plan
  + Meeting each Friday and Sunday 8pm EST - ***Friday extremely difficult for me…any flexibility for say Wednesday?(your time)***
  + Discord for regular discussion
  + Google Drive for folder share
* Decide Project Management Tool
  + Monday.com –Sherry in charge of it

**Action Items:**

* SPPP draft document
  + Project proposal - Jordany
  + Management Plan - Sherry
  + QA Plan Hunter
  + Configuration plan – Chao,Jordany
  + Identify risks and risk retirement plans. Estimate the time, make an initial schedule of iterations (Jim?) ***- yes, happy to do this.*** Define quality metrics and the techniques to assure quality (Hunter).
* Submission SPPP(including the Risk Management spreadsheet (TBD, Jim? - ***yes will work on this***)) presentation (TBD ***- am happy to be involved in first presentation, and I believe we all need to be involved in 2, ie one iteration and the final presentation***), meeting minutes (Chao), and weekly report (Sherry). All should be archived in the GitHub repository.
* Brainstorm user story for our project details, need discuss on Next Sunday

Next Meeting Agenda (can add here if anything want talk through next meeting)

* User story for our project, which kind of detailed functionality we want to achieve.
* Someone needs to be in charge of recording time worked each week (maybe we should make a shared timesheet?).
* Check on feedback from other groups? Are we able to define roles yet?
* Overview: motivation, purpose, potential users.
* Choice of branching strategies (git): <https://www.abtasty.com/blog/git-branching-strategies/> - professor discussed this today
* Check Monday for this week’s tasks including:
* Define project title and brainstorm major functionalities
* Notification Services: define notification requirements/user requirements
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* Develop Notification Logic