<u>**CS673 Software Engineering**</u>
<u>**Team 4 : Fantastic 5**</u>
<u>**Meeting Minutes**</u>

<u>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.</u>

<u>**Meeting 9**</u>
Date and Time: Monday June 17 at 6:00 PM - 7:00 PM EST
Place: Zoom
Participants: Lillian, Brooke, Nati, Brenna, Fehmi
Minutes taker: Brenna
Timekeeper: Brooke
Purpose: Update on Progress for Iteration 03
Agenda:
Make plan to wrap up final iteration and go over any remaining hurdles and evaluate the status of the project currently.

Discussions:
- -Remaining issues with the code
    - Dashboard routing error
    - Project creation form not yet working.
- -Feedback from iter2
    - Completed tests not noted
    - Need to remember to get two approvals on every PR
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Key Decisions:
- We want to get the projects working even without team 2's service fixed
- We have a lot to wrap up and very little time so we want to request a half day extension

Action Items:
- Brooke to work on fix for dashboard, git bisect may help isolate which commit introduced the bug
- Brooke to create a make do solution to get projects working as team 2 has not deployed their project with a fix for the CORS issue.

- Brenna to request extension to give more time for the project fix and subsequent testing and presentation video
- If no extension given, each team member will record their part of presentation separately to give more flexibility given our limited time frame
- Fehmi to update software testing document with the results of his testing
- All team members should fill out project contribution form and progress report
- All team members should add slides to the presentation Brenna made and record their piece of the video.
- Lillian will splice videos together.
- Brenna will check all documents up to date and add them to github and submit everything on blackboard

Meeting 8

Date and Time: Thursday June 13 at 6:00 PM - 7:00 PM EST
Place: Zoom
Participants: Lillian, Brooke, Nati, Brenna, Fehmi
Minutes taker: Brooke
Timekeeper: Brooke
Purpose: Update on Progress for Iteration 02
Agenda:

- ☑ ~~Iteration 3 Submission~~
- ☑ ~~All need to create a portion for the submission~~
- ☑ ~~API calls~~
- ☑ ~~Deployment~~
- ☑ ~~Integration with other teams~~
- ☑ ~~Login integration~~
- ☑ ~~Testing~~

Discussions:
- For APIs figuring out and Integrations
    - Hopefully Deployed
    - Run code locally if we need to
    - Make something work
- Lillian is making the Search working
- Deployment: Most likely using AWS, Github, or Netlify
- Testing
    - Manual: Using Postman

Key Decisions:
- Projects API team 02 for Brooke, Login API team 01
- Lillian is doing Search Bar function and filtering
- Add Tasks to project card
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- Testing in Manual using postman

Action Items:
- Brooke to work on code to make project creation work and show up on the dashboard. Preferably using team 2's service, but backup plan if that falls through.
- If Brooke is able to complete that, adding functionality to the task UI would be a bonus
- Nati will implement using team1's authentication service.
- Lillian will add project search functionality
- Fehmi will focus on testing and reach out to the team if help is needed here
- Brenna will add about and my profile pages.
- Everyone should add testing to the features they build to improve our automated test coverage

Meeting 7

Date and Time: Monday June 10 at 6:00 PM - 7:02 PM EST
Place: Zoom
Participants: Lillian, Brooke, Nati, Brenna, Fehmi
Minutes taker: Brooke
Timekeeper: Brooke
Purpose: Update on Progress for Iteration 02
Agenda:

- ☑ ~~Iter2 Submission~~
- ☑ ~~Nati and Lillian need to do the presentation- what support do they need?~~
- ☑ ~~Software testing document review~~
- ☑ ~~How do we integrate with team 1 auth?~~
- ☑ ~~How do we integrate with team 2?~~
    - ☑ ~~Can we successfully run their code?~~

Discussions:
- Do we need to do all the testing now? Probably later but some testing is needed this week.
- Lilian and Nati NEED to do the presentation
- Completion of the STD
- Fehmi is having trouble with Pivotal Tracker and getting it to start or be clickable
- Potentially make seeds?
- Wednesday Meeting @ 6PM EST 06/12

- Highlights on the Powerpoint
    - Canva, Nati Auth, Fehmi testing doc is another talk
- Team 1: They are almost done fixing something today
    - Auth0
- Team 2: projects and tasks and not deployed ->
    - Nati tried to run and got issues

Key Decisions:
- Lilian and Nati need to make the presentation
- Demo, Presentation, Progress Report,
- Nati do some slides about the Auth and then Lillian will splice them together
- Nati will do the demo

Meeting 6

Date and Time: Monday June 02 at 6:00 PM - 7:00 PM EST
Place: Zoom
Participants: Lillian, Brooke, Nati, Brenna, Fehmi
Minutes taker: Brooke
Timekeeper: Brooke
Purpose: Update on Progress for Iteration 02
Agenda:
- ☑ ~~Questions, Group Updates~~
- ☑ ~~Progress report - Everyone please fill out your section for this iteration~~
- ☑ ~~Progress Report on Coordinating with Teams~~
- ☑ ~~API~~

Discussions:
- Potentially making seeds for the API because of teams progres
- Group updates on what needs to be done with API Requests
- Making a more complete looking website with CSS

Key Decisions:

- Updating CSS on our pages
- Making API requests to prep for other teams
- Potentially making seeds if we can't get access to APIs in time

Meeting 5

Date and Time: Monday May 28 at 6:00 PM - 7:00 PM EST

Place: Zoom
Participants: Lillian, Brooke, Nati, Brenna, Fehmi
Minutes taker: Brooke
Timekeeper: Brooke
Purpose: Update on Progress for Iteration 01
Agenda:

- ☑ ~~SPPP updates - Decision on testing framework (professor recommended Jest or Cypress). Professor requested more detail in the testing section in the QA plan as well.~~
- ☑ ~~Progress report - Everyone please fill out your section for this iteration~~
- ☑ ~~SDD~~
  - ☑ ~~What state management solution are we going with? Using built in~~
  - ☑ ~~What design patterns might we use?~~
  - ☑ ~~Need to make a class diagram~~
  - ☑ ~~Add your name and initials to chart at top~~
- ☑ ~~Software Test Document - I think optional for this iteration but fill out what we can~~
- ☑ ~~Presentation - Brenna started, but one other person should help in some way with this so we all get a chance to work on one.~~

Discussions:

- Testing framework- Python, Selenium, Behave, Jest for unit testing
- Everyone needs to fill it out completely so then Brenna can complete it before the due date tomorrow
- Use State management is built in unless there's something else
- Patterns: Inheritance, MVC, Componentize

Key Decisions:

- Fehmi and Brenna are doing the presentation
- Demo Video is Brooke
- Class Diagram is Brenna
- Lillian is Navigation and Landing

Meeting 4
Date and Time: Monday May 20 at 6:05 PM - 7:00 PM EST
Place: Zoom
Participants: Fehmi B, Lillian, Brenna, Brooke L.
Minutes taker: Brooke L.
Timekeeper: Brooke L.
Purpose:

Agenda:

- ☑ ~~React Go Over~~
- ☑ ~~Lab 02~~
- ☑ ~~Wireframe Discussion~~
- ☐

Discussions:

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Key Decisions:

- Brenna
  - Account registration
  - Login to an account (login form)
- Brooke
  - Create a project (make a card)
  - Edit a project (edit form)
- Lillian
  - Create a dashboard (view all project cards)
  - Create a task (task creation form)
- Nati
  - Search projects (search bar)
  - Navigation (nav bar)
- Fehmi
  - Footer (gives site info)
  - Project Analytics (project analytics card or screen)
  - Code review By 1 Person rather than all
  - React folder structure
  - Cyprus or Selenium

Action Items:

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Follow Up:

Meeting 3

Date and Time: Monday May 20 and 8:40 PM - 9:30PM EST
Place: Zoom
Participants: Fehmi B, Natanim I, Brenna, Brooke L.
Minutes taker: Brooke
Timekeeper: Brooke L.
Purpose: Project Kickoff Meeting
Agenda:

- ☑ ~~Confirm Pages~~

- ☐ Talk about Meeting
- ☐ Lab 02
- ☐ Iteration 01

Discussions:
- Talk about pages added a user profile page
- Talk about wireframes
- Login stuff with team 1
- Tickets for Lab 02: All create Pivotal Tracker Tickets
    - Tasks are 3 days of working all day or more than three days

Key Decisions:
- Wireframe on Figma
- Create a list of 10 tickets
- React Template

Action Items:
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Follow Up:

Meeting 2

Date and Time: Tuesday May 14 and 6 - 6:55 PM EST
Place: Zoom
Participants: Fehmi B, Lillian, Natanim I, Brenna, Brooke L.
Minutes taker: Brooke
Timekeeper: Brooke L.
Purpose: Project Kickoff Meeting
Agenda:
- ☑ ~~Discuss Lab 01~~
- ☑ ~~Confirm Requirements~~
- ☑ ~~Confirm next actions and goals~~
- ☑ ~~Pivotal Tracker Look Over~~

Discussions:
- Pushing branch lab1 to main -> Lillian pushed and Approved by Brenna
- Requirements:
    - Will get done today
    - Clarify the user types today in class
    - SPPP project review

Key Decisions:

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Action Items:
SPPP, Risk Management By Tonight, Fill out Progress Report Sheet
- Brooke: Mapping Out Screens, Presentation, Video, Basic React
- Brenna:
- Lillian:
- Fehmi:
- Nati: Help Brenna with security Requirements
Follow Up:

Meeting 1

Date and Time: Monday May 13 and 6 - 7:55 PM EST
Place: Zoom
Participants: Fehmi B, Lillian, Natanim I, Brenna, Brooke L.
Minutes taker: Brooke
Timekeeper: Brooke L.

Purpose: Project Kickoff Meeting
Agenda:
- Determine group name
- Provide effort hours so far
- Finalize communication plan
  - Zoom and Discord
  - Time and Dates for Meeting: Monday's 6 EST.
- Find and discuss related works
- Google code
  - Create project site
  - File a test bug
  - Check in/out a test document
- Brainstorm requirements
  - What is needed for the UI pages
- Discuss risks
- Determine an approach/process to use
- Assign roles
Discussions:
- Group Named: Fantastic 5
- Communication is through Discord and Zoom
- Meeting so far Monday's at 6
- Related work:

- Discord
- https://term-project-repository.onrender.com/browse
- Github itself
- We will create a google form for the requirements (thinking though Login and Signup Dashboard)
- Risks
  - Moving too fast- getting wireframe and colors before anything else
  - New tools - not understanding/knowing how to use tools
  - Taking on too much

Key Decisions:
- Make a Google Form to collect information for requirements
  - Get requirements filled out from there
- Fill out SPPP
- Fill out Risk Management SPPP for

Action Items:
- Brenna: Google Form, SPPP Risk Management(Personnel, Communication), Pivotal Tracker, Personas
- Brooke: Project 0 Slides, Video, SPPP Risk Management(Design & Implementation)
- Fehmi: SPPP Risk Management(Testing & Requirements), SPPP(Testing)
- Nati: SPPP Risk Management(& Requirements), SPPP(Overview, Related Work)
- Lillian: SPPP Risk Management(Management, Tech Competence), SPPP(Configuration Management Plan)

Follow Up:
- **Meeting Tuesday May 14th at 6PM EST**