**CS673 Software Engineering**

**Team 4 : Fantastic 5**

**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 4**

**Meeting 3**

**Date and Time:** Monday May 20 and 6 - \_\_\_\_ PM EST

**Place**: Zoom

**Participants:** Fehmi B, Lillian, 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:**

**Key Decisions:**

**Action Items:**

**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:**

**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**