**CS673 Software Engineering**

**Team 1 : Team Name**

**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 1 Week 1**

**Date and Time:** September 3, 2024 21:25 EST

**Place**: Remote Virtual Discord

**Participants:** Ananya Singh, Battal Cevik, Natasya Liew, Natthaphon Foithong, Poom Chantarapornrat, Yujun Liu

**Minutes taker:** Natasya Liew

**Timekeeper:** 21:51 EST

**Purpose:** Planning and Work Division

**Agenda:**

* Finalizing Tech Stack
* Finalizing Work Division
* Finalizing Deadline and Meeting Schedules

**Discussions:**

* Determining project scope (What to do)
  + BU Software Development Course Builder Chatbot using Python (if have time expand in next iteration)
    - Database – MongoDB
    - Model – Llama 2
  + GUI using REACT
    - wireframe
  + CROD using Java
    - Cache chat history
    - Sharing chat history via email/print
  + CI/CD setup
  + Architecture Design

**Key Decisions:**

* Front-End
  + Wireframe (Natt)
* Architecture Design (Natt/Ananya?)
* CI/CD Setup (Battal)
* Database (Poom/Tash)
* Model (Poom/Tash)
* Github Tickets (Tash)
* SDD write-up (AJ/Ananya)
* Next Meeting: Sunday, 8th September 20:15 EST
  + Decide on group name
  + Next steps
  + Goal: finish model

**Action Items:**

* Wireframe
* Architecture Design
* CI/CD Setup
* Github Tickets
* Database for content
* Model tuning
* SDD write up
* List of Requirements Options
* List of Risks Options
* List of Business logic Proposals
* List of Security Design Ideas
* SDD write-up draft

**Next Meeting Agenda:**

* Finalize Team Name
* Finalize Product Idea
* Update on Design: Architect, Wireframe
* CI/CD Setup done
* Database done
* Model Finalizing
* Finalize Risks
* Finalize Requirements
* Finalize UI/UX Flow
* Finalize Design Pattern