**CS673 Software Engineering**

**Team 2 : Rent & Housing Platform**

**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 3**

**Date and Time:** 09/09/2024, 9:30 pm-11:00 pm

**Place:** Zoom meeting

**Participants:** Yongjing Wu, Yueyang He, Xueqi Zhou, Rundong Zhong, Xiang Zhang, Jiacheng Ding

**Minutes taker:** Xueqi Zhou

**Timekeeper:** Xueqi Zhou

**Purpose:** Determine the tasks for iteration 1 and review all the files for iteration 0.

**Agenda:**

1. Division of labor for team members’ respective tasks
2. Functionality of the front-end and back-end, as well as the design of the functionality of the page.
3. Setting the project timeline and key milestones.
4. Review the tasks of the current phase.

**Discussions:**

1. Inform members of this week's tasks and materials to be submitted.
2. Completed the details of the project requirements.
3. Clarify and adjust the tasks of each member for the next week.
4. Front-end developers and back-end developers determine the overall architecture, and determine how the two layers of the application communicate and exchange data.

**Key Decisions:**

1. Assign tasks to each member of iteration 1
2. Determined the member of each presentation

Iteration 0: Xueqi Zhou & Xiang Zhang

Iteration 1: Rundong Zhang & Yueyang He

Iteration 2: Jiacheng Ding & Xiang Zhang

Iteration 3: All team members

1. Determined proposed high level requirements
2. User Registration and Authentication
3. Property Search and Filter Capabilities
4. Property post
   1. Property Title
   2. Description
   3. Location
   4. Rental Price
   5. Property Type
   6. Number of Bedrooms/Bathrooms
   7. Images/Videos
   8. Availability Dates
   9. Lease Type.
5. Property list
   1. Access
   2. Editing Interface
   3. Save Changes
   4. Status Changes
6. User Posted List (Desirable)
7. Favorites (Desirable)
8. Comments(Optional)
9. Message (Optional)

**Action Items:**

1. Supplemental SDD file and SPPP file. (Front-end: UI Design Drawing, Back-end: UML diagram, every team members should fill the part of themselves)
2. Improvement of security design details and management plan.
3. Modify the PPT of iteration 1 and finish the presentation video before Wednesday night.

**Meeting 2**

**Date and Time:** 09/06/2024, 10:00 pm-11:00 pm

**Place:** Zoom meeting

**Participants:** Yongjing Wu, Yueyang He, Xueqi Zhou, Rundong Zhong, Xiang Zhang, Jiacheng Ding

**Minutes taker:** Yueyang He

**Timekeeper:** Yueyang He

**Purpose:** Functional Discussion and Role Assignment for the Rent & Housing Website

**Agenda:**

Review of the initial project scope and features.

Discussion of each team member's role and responsibilities.

Setting the project timeline and key milestones.

Deciding on the project logo and project name.

Introducing potential new features for future development.

**Discussions:**

Finalized the project name and logo.

Detailed explanation of individual responsibilities and expectations.

Identification of core functionalities for the MVP (Minimum Viable Product).

Discussion of potential feature additions for later iterations.

Agreement on the overall project schedule, including deadlines and deliverables.

**Key Decisions:**

Finalized Project Name: Rent & Housing Website

Project Logo: Draft finalized, design pending minor tweaks.

**Project timeline:**

Week 2: Finalize the basic structure and front-end/back-end setup.

Week 3: Implement core features like property listing and filtering.

Week 4: Testing and integration of additional functionalities.

Week 5: Final round of testing and deployment.

Division Of Responsibilities:

Design and Implementation:

front: Yueyang He (backup: Jiachen Ding)

backend: Rundong Zhong (backup: Yongjing Wu)

Requirement: Xueqi Zhou & Jiachen Ding

QA Test: Xiang Zhang & Xueqi Zhou

Security Test: Jiacheng Ding & Yongjing Wu

Configuration: Rundong Zhong & Yongjing Wu

**Action Items:**

Each member finalizes their respective deliverables by the next meeting.

Begin front-end and back-end integration based on agreed technologies .

Refine project logo design and share final versions for approval.

**Meeting 1**

**Date and Time:** 09/04/2024 10:00 pm-11:00 pm

**Place**: zoom meeting

**Participants:** Yongjing Wu, Yueyang He, Xueqi Zhou, Rundong Zhong, Xiang Zhang, Jiacheng Ding

**Minutes taker:** Yongjing Wu

**Timekeeper:** Yongjing Wu

**Purpose:** Project Kickoff Meeting

**Agenda:**

* Each person introduces his/her personal information, which semester you are currently in, work experience, what direction (front/back end)/language you are familiar with, and what projects you have done.
* Determine Weekly communication meeting times and plan.
* Determine the Group name.
* Determine the division of labor expected by everyone
* Determine the Project technology stack.
* Determine the Project name.

**Discussions:**

* Group Name
* Project Name
* Technology selection.
* The division of labor is expected by everyone.
* Weekly communication meeting time and plan.

**Key Decisions:**

1. Weekly meeting:

* Meeting Time: every Wednesday at 10 pm through Zoom.
* Document: Google Drive
* Discussion: Wechat, Discord

2. Project technology selection: full-stack project: front-end + back-end

3. Project role assigned:

* Team Leader: Yongjing Wu
* Requirement Leader: Xueqi Zhou
* Design and Implementation Leader: Yueyang He
* Configuration Leader: Rundong Zhong
* QA Leader: Xiang Zhang
* Security Leader: Jiacheng Ding

4. Project name: Rent & Housing Website

5. Group name: Same as Project name

**Action Items:**

1. Fill in the signup sheet with the direction you want to claim.

2. Create GitLab Team2 and everyone joins the group.