CS673 Software Engineering

Team 4 : TeamBuilder

Meeting Minutes

Meeting 6

Date and Time: 10/3/24 9:30 PM ET

Place: Discord phone call

Participants: Raymond, Wenli, Jake, Steve Chen, Max

Minutes taker: Jake Kelly

Timekeeper: Jake Kelly

Purpose:

Last meeting to tidy everything up.

Agenda:

• Update Jira boards with tasks - everyone

• Update Progress Report - everyone

• Back end and Front end final touch ups - Vishal and Raymond

• Any Security touch ups - Wenli

• Try to get email service completed (desired feature) - max

• Peer review final doc- everyone

Discussions:

• Need to have working UI

• Need to deploy

• Back and front end deployment

• Quiz 3

• Email service implementation?

• Review and test code

Key Decisions:

Inform Vishal on meeting. Need to get the front end and the back end deployed completely.

Action Items:

Iteration 3 due Tuesday morning - final iteration - needs everything completed. Quiz 3 also due Tuesday morning.

Meeting 5

Date and Time: 10/3/24 9:30 PM ET

Place: Discord phone call

Participants: Raymond, Wenli, Jake, Steve Chen, Max

Minutes taker: Jake Kelly

Timekeeper: Jake Kelly

Purpose:

6th meeting to talk about iteration 2, and updating documents. This week is about getting the front end to talk to the back end as well as a working algorithm.

Agenda:

• Update Jira boards with tasks - everyone

• Update Progress Report - everyone

• Back end and Front end connection - Vishal and Raymond

• Algorithm - Raymond and Max

Discussions:

• Need to have working UI

• Algorithm and how we can implement

• How we’ll connect front and back end

• Security needed for admin

• Observer pattern to be implemented

• Need to update docs as code is being created (TDD)

Key Decisions:

Inform Vishal on meeting. Need to get the front end and the back end up and ready to go (communication).

Action Items:

Iteration 2 due Tuesday - need much more to show than iteration 1. Iteration 3 (final) due week after - need everything completed before then as well.

Meeting 4

Date and Time: 9/26/24 9:30 PM ET

Place: Discord phone call

Participants: Raymond Chen, Wenli Gai, Jake Kelly, Steve Chen, Max, Vishal

Minutes taker: Jake Kelly

Timekeeper: Jake Kelly

Purpose:

5th meeting to talk about iteration 2, lab 3, Quiz 2, update documents, peer review document. This week is about testing and having testing results readily available.

Agenda:

• Update Jira boards with tasks - everyone

• Update Progress Report - everyone

• Update Software Test doc as he continues - Vishal

• Peer review doc- everyone

Discussions:

• Look through Lab

• Questionnaire questions - needs key words

• How we’ll create tests

• Types of tests needed

• Time to get backend and front end talking to each other

• Need to update docs as code is being created (algorithms being used, etc.)

• Start thinking about minimal security features needed (admin passcode)

Key Decisions:

Lab 3 due Tuesday morning. Vishal working on Testing - updating STD. Start working on questionnaire key words - need to ask the professor for the algorithm (talked about in class).

Action Items:

Lab 3 due Tuesday morning. Need some testing done by then. Quiz due by Tuesday.

Meeting 3

Date and Time: 9/19/24 9:30 PM ET

Place: Discord phone call

Participants: Raymond Chen, Wenli Gai, Jake Kelly, Steve Chen, Max, Vishal

Minutes taker: Jake Kelly

Timekeeper: Jake Kelly

Purpose:

4th meeting to talk about iteration1. Update documents.

Agenda:

• Create newer - better presentation. Create update video. - everyone

• Update project proposal planning - Jake

• Update Risk Management - Wenli

• Update Progress Report - everyone

• Start Software Test doc - Vishal

• Start Software Design doc - Raymond/Max

Discussions:

• Presentation needs to look better, was plain.

• Logo?

• Questionnaire questions

• Add all tasks, even small ones to jira

• Need code to show for iteration 1

• Create database (probably just backend portion for this iteration)

• Demo of runnable code - doesn’t need to be fancy at the moment.

• Need to add names to who is presenting in video

Key Decisions:

Need to reword some requirements. PP style and font. Start writing code to be able to show by Monday. Talk in Discord about Questionnaire/Logo/help

Action Items:

Iteration 1 due Tuesday morning. Need PP done by Sunday. Videos can be done Monday. Need to show demo of code by Monday.

Meeting 2

Date and Time: 9/12/24 9:30 PM ET

Place: Discord phone call

Participants: Raymond Chen, Wenli Gai, Jake Kelly, Steve Chen, Max

Minutes taker: Jake Kelly

Timekeeper: Jake Kelly

Purpose:

3rd meeting to talk about lab3 and quiz due. Start to create a framework on how we will create app. Dive into Jira and Docker. Lost another member, gained Max - get Max a roll.

Agenda:

• Lab 2 discussion

• 2 users stories and 2 acceptance tests needed per team member in Jira

• Need to download and understand how Docker works.

• Start thinking about framework/classes/any necessary front or back end pre needs.

• Roll for Max

Discussions:

• Make sure everyone is on the same page about lab 2 - what is due, what to do. Need to talk later about Docker together (Sat/Sun/Mon)

• Make sure everyone does quiz

• Start up front and back end

• Update documents

• Max taking roll of Design and Implementation Leader

Key Decisions:

We need to figure out how to use Docker, we should all talk about it and what we can use from it as a group before submitting Lab 1. Max will take over Weng Zhou’s roll - hasn’t missed much since coding was not started at the time of meeting.

Action Items:

Lab and Quiz due Monday. Talk about Docker before Monday (discord chat). Start anything that needs to be started to prepare for upcoming iteration 1.

Meeting 1.5

Date and Time: 9/9/24 9:30 PM ET

Place: Discord phone call

Participants: Raymond Chen, Wenli Gai, Vishal, Meng Zhou, Jake Kelly, Steve Chen

Minutes taker: Jake Kelly

Timekeeper: Jake Kelly

Purpose:

2nd meeting to talk about iteration 0/lab1, came up with project idea, letting everyone understand what is due and what they need to do individually

Agenda:

• Lab 1 discussion

• Video discussion

• Need idea about project solidified

• SPPP Completed along with other docs/excel/PP

Discussions:

• Project idea: team assignment tool to help create teams

• Video - coordination

• All documents into GitHub

• Lab1 submitted, merged.

• Meng Zhou caught up and informed of roll

Key Decisions:

Project idea solidified as TeamBuilder. SPPP/PP/Risk Management/Video/Lab needs to be completed.

Action Items:

Lab requirements completed no later than Tuesday. Project 0 requirements completed no later than Wednesday.

Meeting 1

Date and Time: 9/7/24 9:30 PM ET

Place: Discord phone call

Participants: Raymond Chen, Wenli Gai, Vishal

Minutes taker: Jake Kelly

Timekeeper: Jake Kelly

Purpose:

1st meeting to get to know one another and talk about what is due in upcoming week.

Agenda:

• Determine rolls for team

• Determine time team will meet for weekly updates

• Lab 1 discussion

• Video discussion

• Discuss what the project will be about

Discussions:

• Meetings at 9:30PM ET on Thursdays

• Video questions for professor - need to show everyone? just about project? how long?

• Meeting minutes put into github

• Paragraphs about self before Wednesday

Key Decisions:

Rolls:

Team Leader: Jake Kelly

Requirement Leader: Jake Kelly

Design and Implementation Leader: Raymond Chen and Wenli Gai

Configuration Leader: Raymond Chen

QA Leader: Vishal

Security Leader: Wenli Gai

Action Items:

New member joined, need to get them up to date and placed into a roll they feel comfortable with. Need to come up with a concrete project idea and plan for next meeting. Next meeting will be before iteration 0 is due (thurs. 9-12)