

CS673 Software Engineering

Team 1 : Med Tracker

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

Meeting 2

Meeting 1

Date and Time: 9/11/2022

Place: Discord

Participants: Andrew Gieraltowski, Divya Thomas, Yuan Wang, Haiyang Lu

Minutes taker: Andrew Gieraltowski

Timekeeper:

Purpose: Iteration 0, Initial team meeting and project design discussion

Agenda:

- Determine group name
- Determine project name
- Find and discuss related works
- Determine meeting times
- Brainstorm requirements
- Discuss risks
- Determine an approach/process to use
- Assign roles

Discussions:

- Determine group name
 - Med Tracker Team
- Determine project name

- Med Tracker
- Find and discuss related works
 - Independent research on available android applications
 - Decided to keep it simple to apply to elderly
 - Differentiate between us and other available applications
- Determine meeting times
 - Sundays 12 pm EST
- Brainstorm requirements
 - Simplistic design
 - Target elderly audience
 - Large resolution
 - Intuitive design
- Discuss risks
 - Making it too complex
 - Target audience inability to access
 - Originality
- Determine an approach/process to use
 - Agile & Kanban
 - Android Studio
 - Java
 - Sqlite for databases
- Assign roles
 - Roles are assigned, see other documentation

Key Decisions

- Decided on Med Tracker as the project name
- Decided on key functionality for project
- Decided on software and languages

Action Items:

- Andrew to push documentation to github

Below is an example from a previous project (You shall delete this part in your meeting minutes)

Date and Time: 1/26/12 7 - 8PM

Place: Group Phone Call

Participants: Dan Spuches, Grace Hopkins, Craig Cato

Minutes taker: Dan Spuches

Time Keeper: Craig Cato

Purpose: Project Kickoff Meeting

Agenda:

- Determine group name
- Determine project name
- Provide effort hours so far
- Finalize communication plan
 - Google group vs. Trello
- Find and discuss related works
- Google code
 - Create project site
 - File a test bug
 - Check in/out a test document
- Brainstorm requirements
- Discuss risks
- Determine an approach/process to use
- Assign roles

Discussion:

- Determine group name
 - Is this the same as project name? Yes
- Determine project name
 - Yet another weight tracker - taken
 - Yet another weight program - YAWP
 - Don't want to make YAWP noise when you stand on the scale
 - BodyStats
 - Yet another weight history program
 - Yet another weigh-in program
 - Yet another weight oriented program
- Provide effort hours so far
 - Members will email hours spent so far to Grace
 - Need to decide start/end of week
 - Week starts Saturday, ends Sunday
- Finalize communication plan
 - Google group - email distribution
 - Google code - upload and track all documents (including agenda, minutes,

- etc)
 - Trello - Discussions/brainstorming/to-do and completed tasks
- Find and discuss related works
 - http://download.cnet.com/Weight-Tracker/3000-2129_4-10458217.html
 - weightchart.com
 - Web based
 - weightwatchers.com
 - Web based
 - Our project is standalone, not web based, open source (differentiator)
- Google code
 - Create project site
 - File a test bug
 - Check in/out a test document
 - SVN or GIT?
 - We will use SVN
 - Tortoise SVN for windows
 - What license will we use?
 - Apache 2.0
 - What are the terms?
 - Need to tag all works with the license text from <http://www.apache.org/licenses/LICENSE-2.0>
- Brainstorm requirements
 - Functional
 - Non-functional
 - Desktop java standalone client
 - Not networked
 - Single user per instance
 - Future - multiple users
 - Need to be able to enter weights
 - Calculate BMI
 - Charting over time
 - Export charts?
 - Daily weight change
 - Monthly weight loss
 - Trending of data
 - Projections
 - Target weight
 - Sounds?
 - Applause for loss
 - YAWP for gain
 - Computerize printed charts
 - Print charts/data
 - Export and save functions
 - Options
 - Configurable units

- English vs metric
 - LBS vs KG vs Stones?
- Discuss risks
 - New tools - not understanding/known how to use tools
 - Schedules - work and home life
 - Keep it simple/limit scope creep
 - Originality - what differentiates us from others?
 - Multiple user functionality - may be too time consuming
 - Limited time for project as a whole
- Project criteria
 - Usefulness - nobody has yet found the best way to do it, there are a lot of other ones out there, none are right yet?
 - Complexity - will be sufficiently complex
 - Originality - it is original because Craig created the concept
- Determine an approach/process to use
 - Waterfall with feedback/iteration
 - Ability to revisit requirements and re-shuffle priorities
 - Need to build in the ability to respond to risks as they arise and difficult requirements
 - Possibly some agile concepts/aspects - prototype and test driven
 - JUnit testing - test driven development
- Assign roles
 - Grace - Leader and QA
 - Craig - Configuration Mgmt
 - Dan - Implementation

Key Decisions

- Project name is YAWP - yet another weight-tracking program
- Google code
 - <https://code.google.com/p/yawp/>
 - We will use SVN on Google code
 - Source code license - Apache License 2.0
 - Labels - health, academic, java
- Time tracking
 - Week start on Sunday
 - Week end on Saturday
 - Get time to Grace by noon on Sunday
- Communication Plan
 - Use Google group for email communication
 - Use Trello for task tracking (to-do and complete) and discussions/brainstorming
 - Use Google Code for document and code repository, version control
- Roles assigned:
 - Grace - Leader and QA

- Craig - Configuration Mgmt
- Dan - Implementation

Action Items:

- Review terms of Apache license - Dan, Craig, Grace
- Submit time to Grace by noon Sunday - Dan, Craig, Grace