**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 6**

**Date and Time:** 10/16/2022 12 pm EST

**Place**: Discord

**Participants:** Andrew Gieraltowski, Yuan Wang, Haiyang Lu

**Minutes taker:** Andrew Gieraltowski

**Timekeeper:**

**Purpose:** Final meeting, wrapping up project

**Agenda:**

* Status Update
* Finalizing Documents
* Finalizing PivotalTracker Stories
* Final Presentation

**Discussions:**

* Status Update
  + Only thing left to do from all sides is to push up database fix and edit medication feature
* Finalize Documents
  + Finish filling out all documents
  + Fill out individual portions and update SPP & STD
* Finalize Stories
  + Let’s close out all stories
  + Add new tickets for work not captured
* Final Presentation
  + Need working code for database and edit medication
  + Need slide deck
  + Need recording of all members

**Action Items:**

* Individuals to fill out documentation
* Divya to push live model view code
* Yuan to finish edit medication feature
* Team to meet tonight/tomorrow to record presentation
* Andrew to copy slides from previous presentation
  + Team to add information to new slide deck
* Meeting with team later tonight to record once all code is pushed

**Meeting 5**

**Date and Time:** 10/9/2022 12 pm EST

**Place**: Discord

**Participants:** Divya Thomas, Yuan Wang, Haiyang Lu (Andrew out due to illness)

**Minutes taker:** Divya Thomas

**Timekeeper:**

**Purpose:** Iteration 3 part 2, Refactor, Get status updates from team members, Plan next steps

**Agenda:**

* Status Update
* Refactoring
* Documentation

**Discussions:**

* Status Update
  + Divya
    - Database localization and refactoring
    - Created a strategy pattern for frequency objects
    - Automated update date time logic
  + Yuan
    - Notification configuration list of dialogs
    - date/time picker configuration on UI
    - UI error handling/dialogs
  + Haiyang
    - Unit Testing for the UI
* Refactoring
  + Will refactor to MVVM architecture integration
  + Working on cleaning up organization of code
  + Will begin database integration into UI
* Documentation
  + Team will provide sufficient documentation to each class to ensure readability of the software and organization

**Action Items:**

* Yuan to complete the presentation for this week's iteration. Should discuss at least the following:
  + UI Notification Engine
  + UI walkthrough
  + Localized database
  + Frequency strategy pattern implementation
  + Unit Testing
* Yuan to continue work on error handling, UI/database communication, and medication display
* Haiyang to continue work on the UI unit testing
* Divya to integrate a MVVM architecture to aid in UI/database communication, and database unit testing

**Meeting 4**

**Date and Time:** 10/1/2022 12 pm EST

**Place**: Discord

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

**Minutes taker:** Andrew Gieraltowski

**Timekeeper:**

**Purpose:** Iteration 3 part 1, Refactor, Plan next steps

**Agenda:**

* Refactoring
* Assigning tickets

**Discussions:**

* Refactoring
  + Switching to a MVVM design pattern
    - Keeps the view updated immediately w/database
  + Reducing scope, focusing only on patient
  + Keeping things local, no online database storage
  + Simplify the UI even further
* Assigning tickets
  + Tickets created
  + Assigned to team members
* List of things to include in the medication database
  + Name
  + Dosage
  + Repetition
  + Next take time (Time and day)

**Action Items:**

* Fill out tickets that are missing info and assigned to you
* Complete tasks before 10/9/2022
* Update documentation incrementally

**Meeting 3**

**Date and Time:** 9/25/2022 12 pm EST

**Place**: Discord

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

**Minutes taker:** Andrew Gieraltowski

**Timekeeper:**

**Purpose:** Iteration 1 part 2, Review existing state of the code & plan next steps

**Agenda:**

* Review the github repo
* Assess current state and create next steps tasks
* Cleanup icebox/backlog
* Asses new risk
* Reduce scope
* Review/Fill out documentation (STD & SDD)

**Discussions:**

* Github repository: Need to move faster (more code)
  + Integrate existing modules into UI events
* Assess current state
  + Low on code portion, need to create retrospective tickets for this iteration based on work done
  + Need to complete UI to being integration
* Cleanup icebox/backlog
  + Mostly finished during meeting
  + Remaining tasks to be managed by individual team members
* Risk
  + Risk of losing scope due to cadence of this class
  + Reducing feature quantity to meet deadlines
* Reduce scope
  + Limiting feature release by iteration
  + Will reassess in later iterations if all original features will be included

**Key Decisions**

* Reducing scope of this iteration to cover patient only
* Shifting focus to UI

**Action Items:**

* Create tickets that capture current working state of the project (Andrew)
* Need patient UI (Andrew)
* Need patient object (Divya)
* Rework Medication UI (Yuan)
* Navigation between pages (Yuan)
* Fill out all documentation by EOD 9/25/2022
* Andrew to pull down documents and push to github repo
* Code pushed up by 9/26/2022 8 PM EST
* Presentation to be made after and submitted by EOD 9/26/2022
* Andrew to create release from iteration 1 after presentation

**Meeting 2**

**Date and Time:** 9/18/2022 12 pm EST

**Place**: Discord

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

**Minutes taker:** Andrew Gieraltowski

**Timekeeper:**

**Purpose:** Iteration 1, Expanding on Design Ideas & Creating + Assigning Tasks

**Agenda:**

* Determine Minimum Android SDK for project
* Brainstorm Features
* Decide and Assign Research tasks
* Create Tasks
* Assign Tasks
* Assess Risk of tasks
* Create and push android project to github
  + Verify everyone can pull down
* Get everyone acquainted with PivotTracker

**Discussions:**

* Minimum Android SDK
  + Agreed on a minimum of version 11.0
* Brainstorm Features
  + Caretaker vs Patient Account
    - Two UIs, one for each account type
    - Patient UI is more simplified
    - Reuse patient UI in caretaker UI subpages
  + Medication updates
    - Represent medication as an object
    - Can update fields at any time (dosage, schedule, etc)
    - Allow medication images as input for medication
      * Upload image or take picture from the app
  + Alarm/Push notification
    - Patient notification format: “[Name], it’s time to take your [medication]”
    - Caretaker notification format: “It’s time for [name] to take [medication]”
    - Alarm priority and regularity depends on level of emergency
* Optional Features (If time permits):
  + Messaging system for patient & caretaker
* Decide and Assign research tasks
  + Can we force our application open to sound and alarm? (Haiyang)
    - Helpful Link: <https://www.tutorialspoint.com/android/android_push_notification.htm>
  + Can we play custom sounds & how to do so? (Andrew)
* Create Tasks
  + Video and slideshow presentation (Haiyang)
  + Create and push first iteration of android project to github (Andrew)
  + Research and discover accessible UI’s specifically for the elderly (Yuan)
  + Uploading Images & Accessing Camera for taking pictures (Divya)
  + Design a database (Divya)
    - Accounts (Caretakers, Patients), Medications, Priority
  + Functional Transitions (Yuan)
    - Move from page to page (loading data accordingly)
  + Early stage testing (Independent)
  + Fill out STD and SDD
* Assign Tasks (See references above)
* Assess Risk
  + Too complex of a UI design
  + Members not meeting deadlines
  + Scope creep
  + Complexity of unfamiliar features
  + Unfamiliar with unit tests for android

**Key Decisions**

* Decided on some key features of the project
* Decided on tasks and assignment of tasks
* Decided on potential tasks to explore and created research tasks
* Assess potential risks

**Action Items:**

* Andrew to push android project to github
* Individual members assigned to research tasks to complete that research
* Individuals to complete assigned tasks
* Everyone to update their portion of each of the documents
* Divya and Yuan to fill out SDD (1st version)
* Andrew and Haiyang to fill out STD (1st version)

**Meeting 1**

**Date and Time:** 9/11/2022 12 pm EST

**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/knowing 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