

**Team Meeting 9/15**

**When:** Friday, September 15th @ 2:00pm

**Where:** Discord Call

**Attendance:** (All Present) Ben Kozlowski, Jacob Leehy, Steve Gan, Nicholas Hausler, MJ McGee

**Purpose:** Began filling out the Software Development project. Focus on sections 1 (introduction), 2 (Overview), and 3 (Project Organization), Tentative Roles assigned

Meetings in the future set for Tuesdays after class and Fridays at 2 pm online

Questions for TA:

- Is "Revision History" (pg2) for the current document or future coding?
- Are there specific roles to be assigned?

**Team Meeting 9/19**

**When:** Tuesday, September 19th @ 4:00pm

**Where:** Eaton Hall

**Attendance:** (All Present) Ben Kozlowski, Jacob Leehy, Steve Gan, Nicholas Hausler, MJ McGee

**Purpose:** Complete the second half of the Software Development Plan

Filled out section 4 (Management Process), including a tentative Iteration Objective schedule and an expected Project Schedule

To Do: Get the Software Development Plan mostly filled out for the next meeting. Next meeting will focus mostly on reviewing the document for submission.

**Team Meeting 9/22**

**When:** Friday, September 22nd @ 2:00pm

**Where:** Discord Call

**Attendance:** (All present) Ben Kozlowski, Jacob Leehy, Steve Gan, Nicholas Hausler, MJ McGee

**Purpose:** Review Software Development Plan for submission, complete the Personal Profiles page, and assign the team roles responsibilities

Standardized format for Meeting Notes established. Retroactively applied the format to previous meeting logs.

The group roles as they have been assigned are as follows:

- Ben Kozlowski: Team Manager
- Jacob Leehy: Quality Assurance Engineer
- Nicholas Hausler: Scheduling Engineer
- Steve Gan: Configuration Management Engineer

- MJ McGee: Recording/Secretarial Engineer

*(Any team member can perform any role activity)*

Attached the completed team member profiles to the Software Development Plan, Section 3.3

Filled out the team Roles and Responsibilities section of the Software Development Plan, Section 3.3

Settled on a change request system for handling bugs, exceptions, or defects. Deliverables for each milestone are expected to be thoroughly reviewed by the Quality Assurance Engineer before being finalized.

Completed Section 4.8 of the Software Development Plan. Documents are to be in .pdf form and uploaded to a GitHub repository. This will include all related project documentation and artifacts. Potential changes to source code or other deliverables will be cleared by the Configuration Management Engineer and the rest of the team before being uploaded to the GitHub

Company Name Ideas:

- C++ Wizards
- TI-87 (The cooler one)
- Kansas Instruments

Selected Kansas Instruments as our team/company name

Reviewed the completed Software Development Plan and made some last minute edits to the document

Assessed the Software Development Plan as satisfactory. Team Manager Ben Kozlowski will upload the completed documents to the GitHub repository in .pdf form sometime during the weekend and submit the repo link to the TAs.

Ended Team Meeting @ 3:20pm

### **Team Meeting 9/26**

**When:** Tuesday, September 26th @ 3:40pm

**Where:** In-Person, Eaton Hall

**Attendance:** (All present) Ben Kozlowski, Jacob Leehy, Steve Gan, Nicholas Hausler, MJ McGee

**Purpose:** To look over the Software Requirements Specifications document and review how it is to be completed.

Meeting is to be short due to some scheduling conflicts, the meeting will be a short look over instead of a thorough completion.

The document is created and shared between all team members.

Labels and names are added, and irrelevant sections are denoted with N/A

Work started on sections 1, 2, and 3.

Meeting ended @ 3:59pm

### **Team Meeting 9/29**

**When:** Friday, September 29th @ 2:00

**Where:** Discord Call

**Attendance:** (All present) Ben Kozlowski, Jacob Leehy, Steve Gan, Nicholas Hausler, MJ McGee

**Purpose:** Work on the extra credit quiz and complete section 1 of the Software Requirements Specification document.

Completed the Extra Credit quiz

Problems with numbering on document/font issues

Finished in record time, completed section 1 of the Software Requirements Specification document

Meeting ended @ 2:52pm

### **Team Meeting 10/03**

**When:** Tuesday, October 3rd @ 3:47pm

**Where:** Eaton Hall

**Attendance:** (All present) Ben Kozlowski, Jacob Leehy, Steve Gan, Nicholas Hausler, MJ McGee

**Purpose:** Assign sections of the Software Requirements document that need to be done by the Friday meeting. Intended to be kept short.

Section Assignments:

- User Characteristics: Steve Gan
- Software Interfaces: MJ McGee
- Constraints: Ben Kozlowski
- Assumptions and Dependencies: Jacob Leehy
- Product Functions: Nicholas Hausler

Meeting ended @ 3:59pm

**Team Meeting 10/6**

**When:** Friday, October 6th, 2:00pm

**Where:** Discord Call

**Attendance:** Benjamin Kozlowski, Steve Gan, Jacob Leehy, Nicholas Hausler (MJ McGee was attending a wedding and was unable to join the meeting)

**Purpose:** Begin work on Section 3 of the SRS. Meeting is going to be 1 hour long.

Began work on section 3.

Discussed what to do with regards to the use-case modeling.

Work on the use-case model began.

Table filled with Essential and Desired functionalities.

Work on functionality descriptions began.

Use-Case model completed, use case specification completed.

**Team Meeting 10/10**

**When:** Tuesday, October 10th @ 3:45pm

**Where:** Eaton Hall

**Attendance:** (All present) Ben Kozlowski, Jacob Leehy, Steve Gan, Nicholas Hausler, MJ McGee

**Purpose:** Polish sections 3 and 4.

Added Handling Numeric Constants as functionality to the Software Development Plan and the Software Requirements Specifications.

Everyone is expected to review the SRS Document at least once before Friday. Friday is expected to be when it is turned in.

Meeting ended @ 4:00pm

**Team Meeting 10/13**

**When:** Friday, October 13th @ 2:00pm

**Where:** Discord Call

**Attendance:** Ben Kozlowski, Steve Gan, Jacob Leehy, MJ McGee. (Nicholas Hausler was driving home for Fall Break and was unable to join the meeting)

**Purpose:** Review SRS Document and polish it before submitting it.

Added functional requirements to the Table of Contents

Added more detail to section 1.2 Scope

Added Modulo as a product function 2.2 Product Functions

Edited Section 3.1.14 Error Handling to be more clear on how errors are to be handled

Added negation functionality to Sections 3.1.11, 3.1.12, 3.1.13 Parenthesis, Brackets, Braces

Reformatted Section 4 Classification of Functional Requirements functionality table by order of appearance in the document

Meeting ended @ 3:00pm

***[2 week break where no additional work was assigned]***

### **Team Meeting 10/31**

**When:** Tuesday, October 31st @ 3:45pm

**Where:** Eaton Hall

**Attendance:** (All present) Ben Kozlowski, Jacob Leehy, Steve Gan, Nicholas Hausler, MJ McGee

**Purpose:** Start looking over the Software Architecture Document (SAD)

From now on, the Software Architecture Document will be abbreviated to SAD and Software Architecture will be abbreviated to SA

MJ McGee will not attend the meeting on Friday due to the band traveling to Iowa State.

Divided up the sections to a team member:

- Jacob Leehy: Section 1.1
- Nicholas Hausler: Section 1.2
- MJ McGee: Section 1.3
- Ben Kozlowski: Section 1.5
- Steve Gan: Will scope out section 2 for future work

Meeting ended @ 4:10pm

### **Team Meeting 10/03**

**When:** Friday, November 3rd @ 2:00pm

**Where:** Discord Call

**Attendance:** Benjamin Kozlowski, Jacob Leehy, Steve Gan, Nicholas Hausler. (MJ could not make it today.)

**Purpose:** Figure out what model architecture we will be using and begin work in earnest on the SAD.

For now we have decided upon making the system with a more function-oriented design. If we begin implementation and find too many unforeseen challenges with this it may change.

Work on section 2 and section 6 began and completed, work on sections 3, 5, and 6 began.

Meeting ended @ 3:10pm

**Team Meeting 11/07**

**When:** Tuesday, November 7th @ 3:45pm

**Where:** Eaton Hall

**Attendance:** (All present) Ben Kozlowski, Jacob Leehy, Steve Gan, Nicholas Hausler, MJ McGee

**Purpose:** Review and complete sections 5-8

Laid out the expected functionality needed in Overview 5.1

Defined the c libraries to be utilized in section 5.2

Laid out the expected qualities that the software should possess in section 8

Meeting ended @ 4:12pm

**Team Meeting 11/10**

**When:** Friday, November 10th @ 2:00pm

**Where:** Discord Call

**Attendance:** (All present) Ben Kozlowski, Jacob Leehy, Steve Gan, Nicholas Hausler, MJ McGee

**Purpose:** Review SAD before turning it in

Created diagrams for section 5.2

Reviewed SAD before making last minute edits and submitting it.

Meeting ended @ 3:05pm