

Team Q Meetings Log (Cycle 2)

Team Meeting #1: 17 minutes

10/14 ~5 PM-5:17 PM - Microsoft Teams

Members in attendance: Everyone (Jordan, Collin, Michael, Robert)

All members were present from start to finish.

Robert is providing these notes.

Key topics:

- Dividing up work for cycle 2
- What we learned from cycle 1 and what to improve for cycle 2
 - Better communication
 - Dividing coding work to all members

Next steps:

- Jordan and Robert are doing requirement 2
- Collin is doing requirement 3
- Michael is doing all of requirement 4
- Robert is documenting architecture through a UML class diagram

Team Meeting #2: 15 minutes

10/30 ~11:20 AM-11:35 AM - Zoom Call

Members in attendance: Everyone (Jordan, Collin, Michael, Robert)

All members were present from start to finish.

Robert is providing these notes.

Key topics:

- Deciding on how to meet on a more consistent basis; how we can meet and be a more responsible and better group

Next steps:

- We are now to meet every Monday around 10-11 AM for however long is necessary to discuss our progress, if anyone needs any help, and any next steps or ideas.

Team Meeting #3: 19 minutes

11/02 ~2:30 PM-2:49 PM - Microsoft Teams

Members in attendance: Collin, Michael, Robert

Robert arrived a little bit late because he was cooking and lost track of time.

Jordan was unable to make it.

Robert is providing these notes.

Key topics:

- Discussing everyone's current progress and the current state of our app
- Making sure we are covering all aspects of cycle 2 and aren't missing anything for submission (unlike cycle 1 where we missed a couple of things).
- Discussing how we are going to do code reviews

Next steps:

- Using the pull request feature on GitHub, everyone is going to make their own branch to make any changes to the code, and upon committing and pushing any changes, we will all look at each other's pull requests and approve/deny each other's code. These will be our code reviews. Since there are 4 of us, we will have 4 code reviews.
- Continuing work on code

Team Meeting #4: 45 minutes

11/05 ~5 PM-5:45 PM - Microsoft Teams

Members in attendance: Everyone (Jordan, Collin, Michael, Robert)

Jordan arrived a little bit late due to some complications with his job.

Robert is providing these notes.

Key topics:

- Discussing everyone's current progress and the current state of our app
- Going through the cycle 2 checklist and making sure we didn't miss anything; ensuring everything has been/will be completed
- Helping Michael and Robert with some code issues (issues were resolved)

Next steps:

- Finishing up whatever code is left
- Updating deliverables to match one another

- Robert is going to demo our system on Friday, 11/05