**Meeting Agendas**

Date: Tuesday, January 10, 2017

StandUpTime: 12:55 p.m. – 1:08 p.m.

Location: Thorv205A

1. Introduction – Names

2. Each member’s expected workload this term/ #hours of commitment for this course

3. Decide on **Gitlab**/GitHub?

4. Share results from survey sent out on Saturday:

a. **Slack**/other platforms?

b. Common time availabilities - **Fri 3:30 - 5:00 (decision-making meetings),  
 Mon 4:30 - 7:30 (Perfect for inspection)**

c. Eagerness to have meetings on the weekends? **Everybody said Yes**

Date: Tuesday, January 10, 2017

Time: 4:00 p.m.

Location: Spinks371

4:00 - 4:25

1. In-depth introduction – skills, background, particular interest

2. Interest in a role?

3. Expected risks – (anybody who might abandon us?)

4. Realization of expected workload

5. Decide on leadership roles

4:25 – 5:05

6. Discussion about projects

Date: Friday, January 13, 2017

Time: 3:30 p.m.

Location: Spinks371

3:30 – 3:35: Updates

3:35 – 4:10: Projects discussion

4:10 – 4:15: (a) Homework – 1. Think about the projects

2. Vote

3. Results by Saturday night

(b) Dev Team and Test Team: Start thinking about Requirements and subsequent design difficulties/advantages

(d) (Optional) Test Team: Start playing around with Testing tools

(c) Next Meeting: Monday. Time? > 5p.m.? Objectives? Finalize Requirements

4:15 – 4:30: Tian to demonstrate Source Tree tool. Please bring your laptops, if you would like to try it out.

Date: Monday, Jan 16, 2017

Time: 5:00 p.m.

Location: Spinks371

5:00 - 5:05 - Updates

5:05 - Requirements brainstorming

Date: Tuesday Jan 17, 2017

Time: 4:00 p.m. Actual time of start: 4:10

Location: Spinks372

Inspection - Risk Assessment

4:10 - 4:20 Go over risk officer’s responsibility

Summarize Dr. Osgood’s lecture on Risk assessment

4:20 -5:10 Risk assessment inspection

Date: Jan 20, 2017

Time: 3:30 p.m.

Location: Spinks371

3:30 - 3:35 Updates

3:30 - 3:35 Discuss how we would keep things organized and easy to document

3:35 - 4:00 Stuff that needs to be done for the rest of the course and other bookkeeping things

4:00 - Design and infrastructure

Date: Jan 31, 2017

Time: 4:00 p.m.

Location: Spinks371

4:00- 4:05 Settle in, share updates

4:05- 4:15 Phone structure(navigation), trello, unit testing expectations, styling

4:15-4:25 Setting goals for the next 5 days

4:25-4:40 Roles and responsibilities for submitting docs - coming up for ID1

4:40-4:50 Goals for ID2 - present to client and during presentation on Feb 7

Date: Feb 18, 2017

Time: 3:30 p.m.

Location: Spinks371

3:30 – 3:40 Updates   
 - Quick standup

* Risk Scan
* Future Code Review format
* Dr. Osgood’s ID3 expectations – runnable, access to use in his machines
* Decision – code freeze for end of ID 4
* Emphasize quality, USE asserts, TDD,

3:40 – 3:45 Activity Log Change announcement and tutorial

3:45 – 4:10 Reflection from ID 1 (based on Osgood’s feedback) and ID2 (our own reflection)  
 - Emphasize quality

* Feedback below:

|  |
| --- |
| **Feedback** |
| activity log complete - could be useful to put side-by-side (e.g., in google sheets) to make comparisons between team members easier |
| excellent UML diagrams |
| Very impressive documentation |
| Placing more assertions in code will be important; currently some cases are not caught that should be checked for (e.g., in if/else constructs) |
| Will need to incorporate very specific test cases |
| Effort to get beyond build issues that require cancelling build manually will be important |
| Appreciate the effort to resolve the unit testing issues; this is important to address and worth the time. Would advice seeking suggestions from online communities. Manual test harnesses calling explicitly may be required. |
| Well organized |

* ID 2 reflection – interpersonal
* ID 2 reflection - technical

4:10 – 4:15 Schedule for ID 3  
 - Run through timeline for ID 3

* Reminder – Osgood’s expectations by the end of ID 3

4:15 – 4:35 Goals for ID 3 + Tasks setup

- Technical schedule for ID3

* Documentation schedule for ID3
* Interpersonal (Peer programming sessions, Desk check plans)

4:35 – 4:40 Catchup with time

4:40 – 5:15 (or whenever) Jeremy to go over testing plan

Last Meeting – 371 Group 1

Date: March 28, 2017

Location: Spinks 371

Time: 4:00pm

2:30 – 4:00 Pair programming bug fixing/code policing for those who can.

4:00 – 4:15 Debrief

* Schedule for next few days.
* Conrad update. Until May 1st slack checking request.
* Feedback forms are up – please take some time out to fill them.
* Post Mortem report – general common things to say? Ideas?
* Reference + LinkedIn endorsing
* Wrap-up.

4:15 – 4:30 Arianne Documentation

4:30 - Continue pair programming session.