# Meeting Minutes

**Group name:** OneTeam **Date:** 5/26/16 **Time:** 7:00pm – 8:00pm

**Location:** Google Hangouts

**Primary facilitator:** Chris Carducci **Minute Taker:** Chris Carducci

**Attending:** Lawrence (David) Blair, Chris Carducci, Juan Landaverde, Sang-Joon Lee, Jackie Pham

**Objective (or Agenda):**

* Project overview: briefly talk about the 3 components of the project
* Technology stack: what languages/frameworks are we using?
* Estimate time required to complete each part
* Discuss planned absences
* Discuss risks
* Discuss must haves, wants, and nice to haves.

**Current Status (include the reference to related documents):**

Planning stage. Determine requirements and assign roles.

**Discussion:**

* Planned absences for this summer are as follows:

Juan: June 24 – July 10, but will have access to emails

David: June 7 – June 11; July 20 – July 25

Jackie: June 18 – June 19

* We identified the following risks:
  + Node.js experience: only two members have used it before
  + Timeline: not a lot of time to complete the project
  + Communication
  + Roles: effectively assign roles, creating specialization

**Accomplishments/Decisions:**

* We decided to build a web-based application using Node.js, Bootstrap, and MySQL.
* For the timeline, we decided to: implement basic functionality by the end of the first iteration; add more functionality during the second iteration; dedicate the third iteration to fine-tuning and making sure the documentation is comprehensive.
* We will use Slack to communicate, and Google Drive to share documents
* We came up with the following roles:
  + Juan & Sang-Joon will lead the project requirement management tool component (resembling Pivotal Tracker)
  + Chris will lead the project communication tool (resembling Slack)
  + Jackie and David will lead the issue management tool (resembling Bugzilla)
* For testing, we will each be testing our own components, and will additionally peer review in order to catch bugs that we did not anticipate
* Chris will create a very basic Node app that shows how data can be sent from the server to the client using Handlebars
* We will practice using Git in our sample application on <https://github.com/CS673Smr16Team1/project>
* David will create a Google Doc template for our proposal so that we can all contribute using the same format
* For must haves, wants, and nice to haves, we decided to each contribute in the shared Google Doc. Additionally, Sang-Joon shared some slides (*SW ENG Requirement Analysis - Project Management* on Google Drive) with preliminary ideas.