Team Name: WuShockGo

Date of Submission: 10/17/2021

Meeting Date & Time: 10/15/2021 @ 5:30PM

Meeting Location: DISCORD

Meeting Duration: 90 MINUTES

Team Members	X = Present	Notes
Dan Khuu	X	On Discord
Karishma Bhakta	X	On Discord
Sriram Srinivasan	X	On Discord
Tan Tran	X	On Discord
Fitri Rozi	X	On Discord

Progress:

Team accomplishments for the week: A short narrative, typically 1-2 paragraphs, should include decisions made by the team as a result of the team discussions, and how the team arrived at the decision.

This week we discussed how we felt we did on our exams. We felt that we did pretty good based on our team discussion. We then moved on to discussing our platforms for our projects. Since Fitri has more experience in projects like these, he suggested we use Trello and Figma. Trello would be used to assign roles, jobs, and tasks, while Figma would be used to plan our flow charts and prototypes. Fitri showed us both platforms and we felt that these platforms will be very handy and important for us.

We assigned our roles on Trello along with assigning tasks to each of the team members. Each team member was also given a due date by when they should complete them. If for any reason it is not completed by that due date, we will see what can be done for that task. Also, if anyone was unable to do a task, they should immediately remove themselves from the task so the team can take over it. Dan suggested that he shares tasks with everyone so he can watch and understand how everything is done. We then moved on to Figma and looked over the features that can be used to make the flow charts and prototypes. Tan brought up how often we should meet our sponsors. Karishma suggested that it was best to meet every 2-3 weeks, so we are able to provide a good enough update to them. Sriram also pointed out that we would need to put together questions that would need to be asked to the sponsor in the upcoming weeks. Sriram told the team he would take

over that and would begin compiling a series of questions. Finally, we ended our meeting by reminding everyone of their tasks, and the due dates of their tasks.

Individual contributions: A brief narrative (1-3 sentences) made by **each team member** summarizing their respective activity for the past week.

Dan Khuu: This week we created a structure to get our hands on the project. We created and set up Trello to assign jobs and tasks for everyone. We also used Figma for our flow charts such as how to get from zero to done. We also met with IT people from our sponsor and verified questions that they had for us. We created Discord to easily reach out to each other. We discussed getting everyone's available time for having a weekly meeting with Sponsor's IT Team if possible.

Karishma Bhakta: This week my team and I worked on setting up our platforms for our projects. We created Trello to assign roles, jobs and tasks, and Figma to plan flowcharts and our prototype. We discussed when we should have our weekly Sponsor meeting and I felt that having it once every 2-3 weeks would be better, so we would have more information to provide our sponsors. I also pointed out that on our Weekly Minutes we were having few points cut off due to not having our project tracking correct. We decided that we needed to gain more information from our sponsors, and for the time being it would be better to estimate our timeline.

Tan Tran: For this week we began to discuss how we will begin working on the project. Team members and I used Trello to assign jobs, tasks, and roles. We planned out our requirements and set a timeline that needed to be done. My team and I went over Figma to plan our flow charts and later on the prototype. Me and a few other teammates will begin to work and discuss creating a project timeline to provide to the group and the sponsor to see. We will also work on creating a meeting schedule that will work for both sides. For last week's discussion with the sponsors my team and I have created some questions in google docs and sent them to ask the sponsors. During the meeting I asked some questions to the sponsors to clarify more about the project.

Sriram Srinivasan: This week, my team and I clarified the project roles. We materialized the ideas and conceptualized them into small actionable steps by getting started with Trello and Figma. We discussed as a team what was done during Wednesday's sponsor meeting, where a few people from the team met the sponsor up. I will need to begin putting together a series of my questions that I need to ask to the sponsor in the upcoming weeks, as well as learning JavaScript and ReactNative on my own as the semester progresses.

Fitri Rozi: My team and I had a meeting with our sponsor on Wednesday to answer the questions that we had about the project app. In our SCRUM, I spearheaded the project setup and used Trello to assign tasks for each team member. I created design and flowchart files on Figma and invited everyone to them so that they can now review and contribute to the project design. After creating the boiler plate, we talked about what tasks we needed to work on next. Some of them are inquiring requirements from our sponsor, creating a schedule of availability, making a remote repository on Github, and composing a project timeline.

NOTES:

    1) A team member present at the meeting but making no contributions risks a ZERO for the weekly minutes.

    2) A team member missing the meeting without providing data to the team <u>in advance of the team meeting</u> risks a ZERO for the weekly minutes.

    3) A team member missing more than two weekly team meetings and having no significant contact with the team risks a ZERO for weekly minutes and a ZERO for any assignments completed by the team when absent

Project Tracking (current work): Assignments and activities are to be tracked until completed.

Team Member	Assignment	Due Date	% Complete
Dan Khuu	Begin creating Project Timeline	10/22	20%
	Create Teams and Tabor Schedule	10/22	15%
Karishma Bhakta	Ask for Project Requirements	10/18	0%
	Begin creating Project Timeline	10/18	0%
	Create Teams and Tabor Schedule	10/22	0%
Tan Tran	Begin creating Project Timeline	10/22	0%
	Create Teams and Tabor Schedule	10/22	0%
Sriram Srinivasan	Begin creating Project Timeline	10/22	0%
	Create Teams and Tabor Schedule	10/22	0%
Fitri Rozi	Begin creating Project Timeline	10/22	0%
	Create Teams and Tabor Schedule	10/22	0%

Plan (future work):

A brief description of the tasks and activities the team needs to accomplish work over the coming weeks. As team members pick up assignments, move from this table to the tracking table. Consider future work a running task-list with an expected due date for completion.

Assignment	Due Date
Ask for the requirements	10/18
Project Timeline	10/22
Creating a meeting schedule for both side	10/22
Create Prototype	TBD
Create a GitHub Repository	TBD
Create a react native app	TBD
Backend - set up	TBD

Issues:

Include a brief description of issues the team has encountered, and potential resolutions for the issues. If the team would like staff to help with the issues, this is the appropriate place to request assistance.

 No Issues.

Include the schedule for the next meeting:

Meeting Date & Time: 10/22 @ 5:30PM

Meeting Location: Discord