Appendix I:

Section: 01

Team: 03

Date: 4/17/2023

Number of Students Present: 6

1. UI and Functionality Feedback (P1 Functions Only)

* Instructor’s Comments on UI/Functionality for Demo:
  + Consider using openAI
  + Professor likes our UX flow
  + We should complete P1 features and decide on concrete p1 features in final product
* Our Plan for Comments:
  + Meet with the team and understand how openAI can be used within our application; consider generating a schedule with open AI and displaying it on results page
  + continue working on the UX flow, following the Figma design that we specified
  + finalize the P1 features and understand what we want to commit towards for M5

2. List of P1 Features Committed for Delivery

1. Users will be able to register/login for a Globetrottr account and logout.
2. Users will be able to generate schedules based on the input variables they provide.
3. Schedules will be sortable by a range of factors.
4. Generated schedules can be reviewed and saved/removed to/from the user’s collection of schedules.
5. Important additional information regarding the chosen schedule will be shown to the user.
6. Users can set preferences in their profile to facilitate a quicker search experience.
7. Search history (for queries and search terms) will be available to each user.

3. Project Status (Risks)

* Team Work:
  + If team members don’t know the execution plan of the current milestone, they will not know what to work on/have deadlines to plan towards. The app will not be developed properly.
    - Resolution: Weekly meetings are attended by every member, and the plan for the current milestone is gone over, including who is working on what. Furthermore, each member is allowed to share their progress and any blockers they are having.
  + If a member doesn’t communicate their progress on a task with the rest of the team, it could erode team culture and cause significant delays.
    - Resolution: Each team member is required to attend meetings and discuss their progress on a task, and talk about how it will be integrated into the larger application.
* Technical:
  + APIs may not have the functionality that we want, or are too expensive.
    - Resolution: When searching for APIs, the priority is for it to be free, and the second priority is that it serves most of our needs. We use at least 3 APIs to work with generation of schedules, and ensure that our usage doesn’t go over the limit.
* Skills:
  + If a certain technology is difficult to understand, or its use in the current workspace is unclear, it could delay the expected completion time of the current milestone.
    - Resolution: Plan and research early before choosing a technology, start on one’s tasks early, and use resources from the Internet or others on the team to get help.
* Schedule:
  + If a team member can’t work on their tasks or attend meetings due to a change in their schedule, the project progress may slow down.
    - Resolution: The team member talks with the team lead or the rest of the team and updates them on their situation. The team works towards a common resolution such that the team member contributes their fair share of the work, either by doing more later or by providing assistance to others on the team.