**CS673F17 Software Engineering**

**Team 4 Meeting Minutes**

**Week 4 (09/28- 10/04)**

**Date and Time:** 9/24/2017 10.00 am to 2:00 pm

**Place**: Photonics Center Engineering Building Room 117

**Participants:**

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| 1. Michael Song (Guest) | 1. Dan Budris | 1. Eman Zayer |
| 1. Asli Terzioglu | 1. Bakayeva Bakyt | 1. Yergali Askarbayev |
| 1. George Goddard | 1. Oindrilla Chatterjee | 1. Mithil Shah |
| 1. Jash hankharia |  |  |

**Minutes taker:** Eman Zayer

**Timekeeper:** Bakayeva Bakyt

**Purpose:** Identifying the functionalities of the existing application. Splitting up into sub teams and assign the Roles and Responsibilities, Set up Environments for each team members

**Agenda:**

1. **Presentation about the previously developed presentation**
2. **Roles assignment per sub teams**
3. **Environment setup**
4. **User stories**

**Status:**

* Guest speakers “Michael Song” started with presentation about the idea/demonstration and the status of the existing application in the GitHup
* Main Functionalities have been identified and issues area are appointed
* Sub teams have been formed and team members have been assigned with issue area accordingly
* Each team member has setup the needed working environment/application

**Discussions:**

* Understanding previously written code/repositories/Issues
* Issues area have been explored deeply.
* Each sub team works on their user stories /test cases based on the assigned issue area.
* GitHub demonstration by Dan

**Key Decisions**

* **Main issues to be resolved by the end of Iteration 1**
  + Debug and testing for existing application
  + Updating visuals for Login page
  + Video chat establishment
  + Document transfer

**Action Items:**

* Each sub team has to assign team leader and start to work in the preassigned issue area
* User stories to be completed by sub teams before the next meeting.