**CS673F17 Software Engineering**

**Team 4 Meeting Minutes**

**Week 3 (09/20 - 09/27 )**

**Date and Time:** 9/24/2017 10.00 am to 1.30 pm

**Place**: Study Lounge, Mugar Library

**Participants:** Dan Budris,Asli Terzioglu, Apurva Katagi, Yergali Askarbayev, George Goddard, Oindrilla Chatterjee, Mithil Shah,Jash Bhankharia,Eman Zayer

**Minutes taker:** Oindrilla Chatterjee

**Timekeeper:** Mithil Shah

**Purpose:** Completion of SPPP , Iteration 0 Presentation, Splitting up of Roles and Responsibilities, Set up Environments

**Agenda:**

1. **Fill up SPPP**
2. **Role decisions**

**Status:**

* Setting up Git
* Setting up of the Pivotal tracker
* Designing the presentation and content

**Discussions:**

* Understanding previously written code
* Discussion and development on segments of SPPP

**Key Decisions**

* **Essential & desirable features**
* **Version control mechanism**
* **Presenters**

**Action Items:**

* Setting up of fixed weekly meeting time

**CS673F17 Software Engineering**

**Team 4 Meeting Minutes**

**Week 2 (09/13 - 09/20 )**

**Date and Time:** 9/20/2017 8:30 pm to 9.05 pm

**Place**: Room 515, College of Gen Studies 871

**Participants:** Dan Budris,Asli Terzioglu,Bakyt Bakayeva, Yergali Askarbayev, George Goddard, Shaurya,Nitish, Oindrilla, Mithil,Jash,Eman,Apurva Katagi

**Minutes taker:** Asli Terzioglu

**Timekeeper:** Oindrilla Chatterjee

**Purpose:** Requirement Analysis, Team merging and Role Allocation

**Agenda:**

1. **Scope of Project**
2. **Requirement Analysis**

**Status:**

* Merging of two groups
* Decision of scope of project
* Requirement Analysis

**Discussions:**

* Limiting scope of the project
* Decision to run test cases for first Iteration to better understand existing project details

**Key Decisions**

* Merge groups
* Decision on pursual of entire application
* Managing subteaming

**Action Items:**

* Set up time and date for next meeting
* Discussion on Project SPPP

An Example from previous project:

**Date and Time:** 1/26/12 7 - 8PM

**Place**: Group Phone Call

**Participants:** Dan Spuches, Grace Hopkins, Craig Cato

**Minutes taker:** Dan Spuches

**Time Keeper:** Craig Cato

**Purpose:** Project Kickoff Meeting

**Agenda:**

* Determine group name
* Determine project name
* Provide effort hours so far
* Finalize communication plan
  + Google group vs. Trello
* Find and discuss related works
* Google code
  + Create project site
  + File a test bug
  + Check in/out a test document
* Brainstorm requirements
* Discuss risks
* Determine an approach/process to use
* Assign roles

**Discussion:**

* Determine group name
  + Is this the same as project name? Yes
* Determine project name
  + Yet another weight tracker - taken
  + Yet another weight program - YAWP
    - Don't want to make YAWP noise when you stand on the scale
  + BodyStats
  + Yet another weight history program
  + Yet another weigh-in program
  + Yet another weight oriented program
* Provide effort hours so far
  + Members will email hours spent so far to Grace
  + Need to decide start/end of week
    - Week starts Saturday, ends Sunday
* Finalize communication plan
  + Google group - email distribution
  + Google code - upload and track all documents (including agenda, minutes, etc)
  + Trello - Discussions/brainstorming/to-do and completed tasks
* Find and discuss related works
  + http://download.cnet.com/Weight-Tracker/3000-2129\_4-10458217.html
  + weightchart.com
    - Web based
  + weightwatchers.com
    - Web based
  + Our project is standalone, not web based, open source (differentiator)
* Google code
  + Create project site
  + File a test bug
  + Check in/out a test document
  + SVN or GIT?
    - We will use SVN
    - Tortoise SVN for windows
  + What license will we use?
    - Apache 2.0
    - What are the terms?
    - Need to tag all works with the license text from http://www.apache.org/licenses/LICENSE-2.0
* Brainstorm requirements
  + Functional
  + Non-functional
  + Desktop java standalone client
  + Not networked
  + Single user per instance
    - Future - multiple users
  + Need to be able to enter weights
  + Calculate BMI
  + Charting over time
    - Export charts?
    - Daily weight change
    - Monthly weight loss
    - Trending of data
    - Projections
  + Target weight
  + Sounds?
    - Applause for loss
    - YAWP for gain
  + Computerize printed charts
  + Print charts/data
  + Export and save functions
  + Options
    - Configurable units
      * English vs metric
      * LBS vs KG vs Stones?
* Discuss risks
  + New tools - not understanding/knowing how to use tools
  + Schedules - work and home life
  + Keep it simple/limit scope creep
  + Originality - what differentiates us from others?
  + Multiple user functionality - may be too time consuming
  + Limited time for project as a whole
* Project criteria
  + Usefulness - nobody has yet found the best way to do it, there are a lot of other ones out there, none are right yet?
  + Complexity - will be sufficiently complex
  + Originality - it is original because Craig created the concept
* Determine an approach/process to use
  + Waterfall with feedback/iteration
    - Ability to revisit requirements and re-shuffle priorities
    - Need to build in the ability to respond to risks as they arise and difficult requirements
  + Possibly some agile concepts/aspects - prototype and test driven
  + JUnit testing - test driven development
* Assign roles
  + Grace - Leader and QA
  + Craig - Configuration Mgmt
  + Dan - Implementation

**Key Decisions**

* Project name is YAWP - yet another weight-tracking program
* Google code
  + https://code.google.com/p/yawp/
  + We will use SVN on Google code
  + Source code license - Apache License 2.0
  + Labels - health, academic, java
* Time tracking
  + Week start on Sunday
  + Week end on Saturday
  + Get time to Grace by noon on Sunday
* Communication Plan
  + Use Google group for email communication
  + Use Trello for task tracking (to-do and complete) and discussions/brainstorming
  + Use Google Code for document and code repository, version control
* Roles assigned:
  + Grace - Leader and QA
  + Craig - Configuration Mgmt
  + Dan - Implementation

**Action Items:**

* Review terms of Apache license - Dan, Craig, Grace
* Submit time to Grace by noon Sunday - Dan, Craig, Grace