**CS673S15 Software Engineering**

**Project 12 Meeting Minutes**

**Week 4 (02/11 - 02/18)**

**Date and Time:** 14 Feb 2015 (4:00pm to 5:30pm)

**Place**: Google Hangouts

**Participants:** William Wilson, Sherry Shu, Yuyan Zhang, Oscar Ingham, Jerrold Ansman

**Minutes taker:** Oscar Ingham

**Timekeeper:** William Wilson

**Purpose:** Discuss user stories and plan first iteration

**Agenda:**

1. Configuration Management: How should we create branches: developer branch or task branch?
2. Code Commit Criteria: When should code be committed?
3. Code Review: When and how should it be done?
4. GitHub Structure: Documentation Folder.
5. Risk Management: How do we prioritize risks?
6. Defect Management: Issue Tracker on GitHub?
7. Three User Stories.
8. Team One will be handling login

**Status:**

* **…**
* **..**

**Discussions:**

* Began discussions on user stories, each person committed to add three stories by Monday
* Decided we will use feature (task branches) instead of developer branches
* We should make local commits on our branches regularly. We should submit them to github whenever any substantial work has been done. We will submit pull requests once our features are done and they will be merged back into the master branch.
* Code review will be done on GitHub after any pull request.
* Bill discussed the documentation section in our Git Repo and encouraged it to keep it up to date.
* We will use Pivotal Tracker to plan the features involved in each iteration and use the built-in GitHub issue tracker to file bugs and track progress.
* Bill will look into adding GitHub integration into our slack channel.
* Jerrold confirmed that we will be using MySQL as our primary database
* Team one will handle user authentication and login, so our first iteration will be user-agnostic. Jerrold will let us know as soon as the first team has solidified this so we can begin integration.

**Key Decisions**

* We will use feature branches on GitHub
* We will not involve user authentication on the first iteration
* We will use GitHub for issue tracking

**Action Items:**

* Group members will each add three user stories to pivotal tracker by Monday evening.
* Oscar will continue research and develop a plan for the first implementation by Wednesday.
* Bill will add GitHub notifications to our Slack channel.
* Jerrold will update us when Team 1 has finished the user-login portion of the project.

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