

# MEETING AGENDA – WEEK 1

## MEETING INFORMATION

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Objective: Discuss VIP (the Vertically Integrated Projects Program)

Date:	08/26/2015	Location:	PG6
Time:	1200	Meeting Type:	Class
Timekeeper:	Manny	Minute Taker:	Manny

### Attendees:

Steven Rowe  
Garrett Lemieux  
Joseph Casal  
Alan Nieto  
Lizette Mendoza  
Brenda Izquierdo  
Eric Aguiar  
Lukas Borges  
Christopher Naranjo  
Alex Sanchez  
Sean Iamartino  
Emmanuel Gonzalez  
Pierre Jimenez  
Tom Lam  
Tiago Moore  
Andrew Mitchell  
Jacob Leschen  
Lucas Iglesias  
Emmanuel Vinas  
Eduardo Guerra  
Luis Puche

## PREPARATION FOR MEETING

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## ACTION ITEMS FROM PREVIOUS MEETING

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## AGENDA ITEMS

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- Learn more about Product Owner

## NEW ACTION ITEMS

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- Prepare for meeting with Product Owner

## MEETING MINUTES

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- Room 112 available during 3:00 - 4:50 pm on Monday

Questions for project owner:

- What stage of the product are we in? ✓
- What's FIU's role? ✓
- What is the scope? ✓
- Who are the users/audience? ✓
- What level of information being handled? Sensitive/Non-Sensitive? ✓
- What are we solving? ✓
- Is this the administrative part of the project? ✓(Yes)

Agenda for next meeting (Monday 8/31/15): Meet with product owner

# MEETING AGENDA – WEEK 2

## MEETING INFORMATION

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Objective: Talk to Product Owner about VIP

Date:	08/31/2015	Location:	PG6
Time:	1200	Meeting Type:	Class
Timekeeper:	Lizette	Minute Taker:	Lizette

### Attendees:

Steven Rowe  
Garrett Lemieux  
Joseph Casal  
Alan Nieto  
Lizette Mendoza  
Brenda Izquierdo  
Eric Aguiar  
Lukas Borges  
Christopher Naranjo  
Alex Sanchez  
Sean Iamartino  
Emmanuel Gonzalez  
Pierre Jimenez  
Tom Lam  
Tiago Moore  
Andrew Mitchell  
Jacob Leschen  
Lucas Iglesias  
Emmanuel Vinas  
Eduardo Guerra  
Luis Puche

## PREPARATION FOR MEETING

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- Prepare to talk to Product Owner

## ACTION ITEMS FROM PREVIOUS MEETING

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- Come up with questions for Product Owner

## AGENDA ITEMS

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- Create relevant accounts for VIP Project
- Learn about Scrum

## NEW ACTION ITEMS

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- Prepare questions for Product Owner

## MEETING MINUTES

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- During class (8/31/2015) we created accounts in Mingle, Github, Slack.
  - We saw a quick 10 minute video on Scrum and how it works.
  - Talking about how to create FIU's VIP program
  - Answering the questions we asked before previously on 8/26/2015
  - First we create drafts in Google Docs, once everything is set, finalize them in Github/Mingle

# MEETING AGENDA – WEEK 2

## MEETING INFORMATION

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Objective: Work on user story proposals

Date:	08/31/2015	Location:	PG6
Time:	1530	Meeting Type:	Group Meetings
Timekeeper:	Tiago	Minute Taker:	Tiago

### Attendees:

Steven Rowe  
Alan Nieto  
Tiago Moore  
Eduardo Guerra  
Garrett Lemieux  
Chris Naranjo  
Emmanuel Gonzalez  
Joseph Casal  
Eric Aguiar  
Pierre Jimenez  
Emmanuel Vinas  
Brenda Izquierdo  
Andrew Mitchell  
Lukas Borges  
Luis Puche  
Sean lamartino

## PREPARATION FOR MEETING

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## ACTION ITEMS FROM PREVIOUS MEETING

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## AGENDA ITEMS

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- Discuss new user story proposals
- Brainstorm questions for product owner

## NEW ACTION ITEMS

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- Prepare more questions for product owner
- Develop user stories

## MEETING MINUTES

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### Questions:

- How is the VIP relation with sponsors-Do we have any? Do we need to acquire them ?
- Do we already have an FIU VIP webpage?

- How are we going to recruit sponsors/students/faculty? - This will give us user stories
- How are the credits going to be evaluated?

-We shall create a platform with at least two parts, an administrative part and a user part.

## **SPRINT 1**

**What is the goal of this sprint?**

**-What does the team plan to accomplish by end of sprint 1?**

Cover what we have discussed so far - help with generating information for the report

**What is the acceptance criteria?**

**Hypothetical proposed Sprint 1 backlog**

## **User Stories**

As a [user] I want some [feature] so I can [benefit]

### Undergraduate Student:

- As a student, I want to be able to apply to the program.
- As a student, I want to receive email updates from FIU VIP. (Lukas Borges)
- As a student, I want an online application to apply to project. (Steven Rowe)
- As a student, I want to be able to record my progress in the project. (Emmanuel Gonzalez)
- As a student, I want to be able to know what kinds of projects are available for me to join/contribute (A nice interface that will allow me to browse through the current projects and each project will highlight the topic and give
- As a student, I would like to receive emails from vip so that we can communicate better
- As a student, I want to receive constant feedback from a faculty member so I can improve my performance in the project. (Brenda Izquierdo)

### PI:

- As a Pi, I want to be able to record my progress in the project. (Emmanuel Gonzalez)
- As a Pi, I want to be able to view all the students progress records.(Project Reports)
- As a Pi, I want an application to keep track of all financial transactions related to individual projects, so I can keep track of money spent and current project balance. (Garrett Lemieux)
- As a PI, I want to review applications so we can select the best candidates for the project

### Faculty:

- As a faculty member, I want to be notified about project proposal deadlines. (Lizette Mendoza)
- As a faculty member, i want to be notified whether project proposal is accepted or declined. (Lizette Mendoza)
- As a faculty member, I want to be able to approve student who applied to project. (Lizette Mendoza)
- As a faculty member, I want to know the background (rank, major, previous projects, etc) of all the students who were approved for the project I lead so I can choose the students I want to work with. (Brenda Izquierdo)

# MEETING AGENDA – WEEK 2

## MEETING INFORMATION

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Objective: Meet with Product Owner and discuss user stories

Date:	09/2/2015	Location:	PG6
Time:	1200	Meeting Type:	Class
Timekeeper:	Manny	Minute Taker:	Manny

### Attendees:

Alan Nieto  
Steven Rowe  
Andrew Mitchell  
Lucas Iglesias  
Lukas Borges  
Garrett Lemieux  
Chris Naranjo  
Alex Sanchez  
Jacob Leschen  
Emmanuel Vinas  
Joseph Casal  
Eric Aguiar  
Tom Lam  
Lizette Mendoza  
Emmanuel Gonzalez  
Eduardo Guerra  
Pierre Jimenez  
Brenda Izquierdo  
Sean Iamartino  
Luis Puche

## PREPARATION FOR MEETING

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- Prepare more questions for product owner
- Develop user stories

## ACTION ITEMS FROM PREVIOUS MEETING

---

- Prepare more questions for product owner
- Develop user stories

## AGENDA ITEMS

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- Meet with Product Owner
- Discuss goals for Fall Release

## NEW ACTION ITEMS

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- Refine user stories

## MEETING MINUTES

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### Project Requirements and Information :

Reports must be filed every 6 months (January - July, July - December)  
Need a system to identify teams for semesters and for reporting purposes  
Information may be slightly sensitive (including panther id's, Cell phone numbers, etc). They should not be 'free' to look up on our VIP website.  
VIP project must be faculty led. Outside industries may not be able to propose projects (or sponsor projects) because we may not have faculty in those specific fields. However, if we do have faculty outside help is very useful.  
Projects are hard to start. One of our biggest incentives are to give credits to PhD students.

Credits : (This is a suggestion by other universities)

- 1 Semester - 2 credits.
- 2 Semesters - Labeled 'Independent Project'
- 3 Semesters - Can count as senior project.

### Goals for Fall Release:

- Version of software where faculty can propose VIP projects, they can be reviewed, accepted, and denied.
- Announcement system so faculty know about the VIP project (Deadlines for projects etc).  
[Possible user story: include a calendar with due dates for project submissions and others].
- PI (Principal Investigator) needs to be notified when new proposals are submitted. Also allow him to review and reject proposals.
- PI Should be notified when students apply for the project. This notification should include details such as : rank, major, ethnicity, **previous projects** etc.  
[Choose between using panthersoft or request for student to register information for the system]
- PI Should be able to follow up with students to ensure they are rejoining the projects from previous semesters.
- Announce to students availability of VIP projects and all the benefits (Credits etc).
- Students should be able to review projects for the current semester, as well as request to join one or more projects.
- Faculty working on a project should be notified of students who are approved for the project by the PI before students are placed into the project (so they can decide if they want to work with a given student).
- Students need to be able to confirm that they will join the project when notified about acceptance. Students should be able to join on-going projects.
- Generate information for the 6-Month report throughout the semesters.

**For more Information on individual sprints refer to the SEMESTER GOALS document.**

### **Previously made User Stories :**

- As a student, I want to be able to apply to the program.
- As a student, I want to receive email updates from FIU VIP. (Lukas Borges)



- As a student, I want an online application to apply to project. (Steven Rowe)
- ~~As a student, I want to be able to record my progress in the project. (Emmanuel Gonzalez)~~  
Not goal for our release. We also will use other tools (Mingle, etc).
- As a student, I want to be able to know what kinds of projects are available for me to join/contribute (A nice interface that will allow me to browse through the current projects and each project will highlight the topic and give
- As a graduate student, I to be able to view the progress entries of the students I supervise.(Emmanuel Gonzalez)
- As a Pi, I want to be able to record my progress in the project. (Emmanuel Gonzalez)
- As a Pi, I want to be able to view all the students progress records.
- As a Pi, I want an application to keep track of all financial transactions related to individual projects, so I can keep track of money spent and current project balance. (Garrett Lemieux)

These stories, while correct, are too large for sprints. We will need to refine them further.

We will be working **10 (2 hours per day for our projects for 5 days)** hours per week outside of lectures to work on our sprints. This time does not include lectures or our 3 hours designated for reading each week (Keep up with the reading materials on the schedule!)

# MEETING AGENDA – WEEK 3

## MEETING INFORMATION

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Objective: Sprint 0 Review and Sprint 1 Planning

Date:	09/09/2015	Location:	PG6
Time:	1200	Meeting Type:	Class
Timekeeper:	Tiago	Minute Taker:	Tiago

### Attendees:

Chris Naranjo  
Garrett Lemieux  
Alex Sanchez  
Tom Lam  
Lucas Iglesias  
Steven Rowe  
Eric Aguiar  
Alan Nieto  
Pierre Jimenez  
Eduardo Guerra  
Andrew Mitchell  
Emmanuel Vinas  
Emmanuel Gonzalez  
Brenda Izquierdo  
Tiago Moore  
Lukas Borges  
Joseph Casal  
Luis Puche  
Sean Iamartino  
Jacob Leschen

## PREPARATION FOR MEETING

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- Read PowerPoints scheduled for this week

## ACTION ITEMS FROM PREVIOUS MEETING

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- Develop user stories

## AGENDA ITEMS

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- Sprint 0 Review
- Sprint 1 Planning
- Determine system goals
- Break into smaller groups based off user story

## NEW ACTION ITEMS

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- Download StarUML

## MEETING MINUTES

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### Sprint 0 Review :

Come up with a system design as a group

*Platform design has been decided: Website*

It was suggested we use StarUML for our diagrams.

*We all need to be proficient in UML diagrams*

We've agreed to work **10 hours per week outside of class** towards this project.

*2-5 weekly("daily") scrum meetings per group.*

*This is not including other required work for lectures and readings.*

### System Goals(Semester Release) - Release 1 VIP:

*(Relevant Story Number on Mingle is below goal)*

1. Facilitate 6-month reporting for PI *(Generic stories are going here as well)*
  - a. (#666)
  - b. Will need more stories related to reporting
2. Enable project proposal submission, review, and approval  
(#672)
3. Enable students application to VIP approved projects  
(#673)  
(#669)
4. Announcement system  
Invite faculty to submit proposals  
(#670)  
(#667)  
(#671)
5. Project and Student Evaluation  
(#683)  
(#680)

Additionally we need to determine which goals are dependant on others, and what kind of dependency it is. (See *semester goals* document on drive).

Users:

*A [admin, faculty member, student] is a user.*

*We should create user stories for developers*

### UML Diagrams (Unified Modeling Language)

Abstracting and modeling the current concepts that are important to the system

Ability to remove information that is unneeded *at the moment*

Facilitates focus on the important topics for now

UML diagrams are all graphic (graphs)

Describes relationships between items.

Bubbles represent [some item]

Connecting lines dictate relationships between [some items]

Types: *(Discussed in class, look into more for convention)*

Class Diagrams

Name at the top

Properties describing that class below it.

See *StarUML* as software to use for this

*We will have to decide on a UML convention for this project going forward*

**Sprint 1 Planning:**

We need to split up into groups, and have each scrum master announce which user story they are claiming. (Preferably by the end of the day, email Prof. with choice)

*All of the user stories are up on Mingle.*

New projects will be created in Mingle for each of the groups.

This is going to be an incremental process

*Keep in mind:*

*At the end of the day(semester..), we all want to be able to showcase every aspect of Software Engineering that we applied here.*

*In addition, our documentation and work needs to be understandable for whomever works on this project in the future*

*Once we're in groups, we don't need to have a major accomplishment every day.*

# MEETING AGENDA – WEEK 4

## MEETING INFORMATION

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Objective: Practice Scrum meeting and discuss technologies for the project

Date:	09/14/2015	Location:	PG6
Time:	1200	Meeting Type:	Class
Timekeeper:	Tiago	Minute Taker:	Tiago

### Attendees:

Garrett Lemieux  
Steven Rowe  
Andrew Mitchell  
Tiago Moore  
Brenda Izquierdo  
Sean Iamartino  
Joseph Casal  
Luis Puche  
Eric Aguiar  
Tom Lam  
Lucas Iglesias  
Alan Nieto  
Lukas Borges  
Eduardo Guerra  
Emmanuel Vinas  
Pierre Jimenez  
Lizette Mendoza  
Emmanuel Gonzalez  
Jacob Leschen

## PREPARATION FOR MEETING

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- Read PowerPoints scheduled for this week

## ACTION ITEMS FROM PREVIOUS MEETING

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- Get familiar with new groups
- Download StarUML for diagrams

## AGENDA ITEMS

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- Practice Scrum meetings
- Discuss new technologies for project

## NEW ACTION ITEMS

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- Prepare for meeting with Product Owner

## MEETING MINUTES

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**Practice Scrum Meetings:**

Group One: Scrum Meeting - Refer to scrum document under group 1 folder.

Group Two: Scrum Meeting

(Each team should fill in their information or create a folder logging each teams scrum meetings)

Group Three: Scrum Meeting

Group Four: Scrum Meeting

**Discuss Technologies:**

Server Stack - software bundle inside a server

- Mean - Mongo DB , Express.js , Angular JS , node.js
- XAMPP (Windows)
- LAMPP (Linux)

Cross-Platform - Apache , MySQL , PHP , PERL

Deployment Diagram

- Need to keep in mind functional goals
- Make sure functionality is accessible through all devices
- Make sure it is Reasonable and Responsive
- Sensitive Information

AWS - EC - 2 - **MEAN**

FIU Server - **XAMPP**

# MEETING AGENDA – WEEK 4

## MEETING INFORMATION

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Objective: Discuss server Stacks

Date:	09/14/2015	Location:	PG6
Time:	1530	Meeting Type:	Group Meetings
Timekeeper:	Manny	Minute Taker:	Manny

### Attendees:

Emmanuel Gonzalez  
Brenda Izquierdo  
Andrew Mitchell  
Lizette Mendoza  
Steven Rowe  
Alan Nieto  
Joseph Casal  
Eduardo Guerra  
Eric Aguiar  
Garrett Lemieux  
Tiago moore  
Lukas Borges  
Jacob Leschen  
Tiago Moore

## PREPARATION FOR MEETING

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- Read PowerPoints scheduled for this week

## ACTION ITEMS FROM PREVIOUS MEETING

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## AGENDA ITEMS

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- Discuss different servers

## NEW ACTION ITEMS

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- Discuss the new Server Stack selected

## MEETING MINUTES

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Discussing different Server Stacks to implement into our project:

### Stacks

Mean (MongoDB, Express, Angular, Node.js)

Tomcat

Lamp (Linux, Apache, MySQL, PHP)

- If we use an Ubuntu server we should give root access to Masoud. The independent scrum teams would receive an Admin user account.
- **We agreed to use the LAMP Stack**
- We need to discuss the workflow with Masoud. We should debate whether every group should develop independently offline or online.
- Need developer user stories “Me as a developer ”
- codedrops.com for front end development

#### **Next Step**

- Figure out a host with Sadjadi
- How are we dividing the work among groups?



# MEETING AGENDA – WEEK 4

## MEETING INFORMATION

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Objective: Scrum meeting and decide on Stack

Date:	09/16/2015	Location:	PG6
Time:	1200	Meeting Type:	Class
Timekeeper:	Tiago	Minute Taker:	Tiago

### Attendees:

Andrew Mitchell  
Christopher Naranjo  
Eric Aguiar  
Garrett Lemieux  
Lizette Mendoza  
Brenda Izquierdo  
Emmanuel Vinas  
Tom Lam  
Steven Rowe  
Emmanuel Vinas  
Alan Nieto  
Joseph Casal  
Jacob Leschen  
Eduardo Guerra  
Pierre Jimenez  
Tiago Moore  
Luis Puche  
Alex Sanchez

## PREPARATION FOR MEETING

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- Read PowerPoints scheduled for this week

## ACTION ITEMS FROM PREVIOUS MEETING

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- Research different stacks

## AGENDA ITEMS

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- Scrum meeting
- Reviewed Stacks

## NEW ACTION ITEMS

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- Prepare for meeting with Product Owner

## MEETING MINUTES

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Started with all groups scrum meetings most people reviewed LAMP stack.

LAMP vs MEAN vs Apache TOMCAT

**MEAN = MongoDB, Express, Angular Javascript, Node JS. -**

Better security, faster. More of a challenge, learning new NoSQL will be useful for the future. Done in Javascript which is translated to C.

**LAMP = Linux, Apache, MySQL, PHP -**

Based on systems we already know (MySQL, Linux, Apache, need to learn PHP, can also use python)

**TOMCAT** - Older, very easy, but not as sophisticated.

Decided on **MEAN** stack! Learn it!

Developing code :

Develop on local environment (Specific user story branch)

Show to Product Owner

Push to developer team

Merge with Project

Push to development server and test

**Note : Use slack to announce when you are updating server. Check slack before updating the server!**

This semester we work on development server. Master copy will be on a separate release server.

**Our Web Address :**

vip-dev.cis.fiu.edu

**Need a system design by Monday**

Deployment diagram, Architecture, Software Stack, etc.

We need to learn the tools for our MEAN stack.

Have a user story for how we use MEAN stack to implement our group user story.

Four Tiered System

**MIDTERM** is coming!

Next time Talk about Four Tiered Diagram. UML Etc.

# MEETING AGENDA – WEEK 5

## MEETING INFORMATION

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Objective: MEAN Stack

Date:	09/16/2015	Location:	PG6
Time:	1530	Meeting Type:	Group Meetings
Timekeeper:	Manny	Minute Taker:	Manny

### Attendees:

Garrett Lemieux  
Eric Aguiar  
Brenda Izquierdo  
Chris Naranjo  
Jacob Leschen  
Joseph Casal  
Lizette Mendoza  
Pierre Jimenez  
Emmanuel Vinas  
Alan Nieto  
Andrew Mitchell  
Steven Rowe

## PREPARATION FOR MEETING

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- Read PowerPoints scheduled for this week

## ACTION ITEMS FROM PREVIOUS MEETING

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## AGENDA ITEMS

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- IDEs to code
- Setup MEAN Stack locally
- Learn how to use Express

## NEW ACTION ITEMS

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- Set up local environment

## MEETING MINUTES

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//For logos  
Blender  
Gimp

Code Pen is public ... Good because you can see what your doing in real time.

Firefox inspector:

- You can see the calls being made in the canvas and can see what's happening in real time.

Bitnami MEAN Stack:

- Create a new virtualbox and use Bitnami iso to create the new machine
- Can also add to a native machine by downloading from website

git pull <https://github.com/scotch-io/starter-node-angular.git>

### **How to use Express:**

methodoverride

bodyparser - parses html files ... parsers for files

In order to use modules use app.use()

FontAwesome

Simple Angular Application:

html:

- angular is an application formatted like a tree
- <div

Double brackets called mustache notation -- whatever inside bracket parsed as html

Randbag is an object or basically a function same thing in javascript

# MEETING AGENDA – WEEK 5

## MEETING INFORMATION

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Objective: Discuss server architecture and agree on development platform

Date:	09/21/2015	Location:	PG6
Time:	1200	Meeting Type:	Class
Timekeeper:	Manny	Minute Taker:	Manny

### Attendees:

Chris Naranjo  
Andrew Mitchell  
Lucas Iglesias  
Eric Aguiar  
Lizette Mendoza  
Lukas Borges  
Eduardo Guerra  
Emmanuel Vinas  
Alan Nieto  
Steven Rowe  
Jacob Leschen  
Tom Lam  
Alex Sanchez  
Sean Iamartino  
Garrett Lemieux  
Joseph Casal  
Pierre Jimenez  
Luis Puche  
Brenda Izquierdo  
Tiago Moore

## PREPARATION FOR MEETING

---

- Read PowerPoints scheduled for this week

## ACTION ITEMS FROM PREVIOUS MEETING

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- Learn about architectural structures

## AGENDA ITEMS

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- Website domain setup
- Discuss possible architectures

## NEW ACTION ITEMS

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- Decide on an architectural server structure
- Deployment diagram

## MEETING MINUTES

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A common user and password has been created on **vip-dev.cis.fiu.edu** which will have sudoer privileges. Talk to peers for login information.  
This is solely our development server. Different server for production/live at the end of semester  
Notify class on Slack if you are working on the server, so we don't get any conflicts

Linux kernel version: 3.13.0-24-generic

Our normal fiu accounts also have access, but no sudoer privileges. Please don't add yourself as a sudoer.

Windows users, use PuTTY to SSH into our server.

We will do all software installation and structure creation *in class*. Afterwards we'll just commit our modifications (with git) to the server's repository.

See VIP Documentation(on drive) for more information about architecture and structure.

Additionally, we need to get better at UML diagrams. That is, once it's developed it needs to follow some common design pattern.

We'd want many lines between each subsystem, but minimize the connections between classes.

Architecture

Client/Server

Common services are being delivered by a node/server, over a network.

Will listen for requests coming from a specific port (usually 80, but we would use a different one for our project)

Clients submit requests to the server

All of our requests should come through a web browser

Keep in mind that this is a 2-tier architecture

P2P

Layered

Lower layers don't know anything about layers above it.

Need to agree on some architecture

Develop a deployment diagram for our project.

Be aware of how we create the diagram, as its layout has some particular meaning.

# MEETING AGENDA – WEEK 5

## MEETING INFORMATION

---

Objective: Get user stories approved

Date:	09/23/2015	Location:	PG6
Time:	1200	Meeting Type:	Class
Timekeeper:	Tiago	Minute Taker:	Tiago

### Attendees:

Garrett Lemieux  
Chris Naranjo  
Eric Aguiar  
Jacob Leschen  
Lizette Mendoza  
Steven Rowe  
Brenda Izquierdo  
Lucas Iglesias  
Alan Nieto  
Joseph Casal  
Andrew Mitchell  
Pierre Jimenez  
Eduardo Guerra  
Emmanuel Vinas  
Alex Sanchez  
Luis Puche

## PREPARATION FOR MEETING

---

- Read PowerPoints scheduled for this week

## ACTION ITEMS FROM PREVIOUS MEETING

---

- Edit / begin working on user stories

## AGENDA ITEMS

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- Scrum Meeting
- Proper user story criteria
- Get user story approvals

## NEW ACTION ITEMS

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- Set up local development environment
- Begin working on user story
- Get user story approved if not approved in class

## MEETING MINUTES

---

Get user story approval from prof.

User stories need to be formatted as such:

*who*

*what*

*why*

*acceptance criteria*

What would the product owner be able to do once the user story is completed.

Also we're warned, don't make assumptions without contacting product owner first.

Everyone has an additional user story to set up their local development environment(s).

Before we start actually coding, we need to formally develop:

Requirements

Actors

*interactions between actors and the user story's criteria*

Use cases

UML diagrams

Class diagrams

Sequence diagrams

etc..

Essentially, create documents that will assist you in defining and documenting out the requirements for your stories. It won't be the same for everyone. ***But we all need some form of documentation.***

Spent remainder of class time stating our user stories for approval.



# MEETING AGENDA – WEEK 6

## MEETING INFORMATION

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Objective: Local development environment

Date:	09/28/2015	Location:	PG6
Time:	1200	Meeting Type:	Class
Timekeeper:	Manny	Minute Taker:	Manny

### Attendees:

Emmanuel Vinas  
Tiago Moore  
Garrett Lemieux  
Chris Naranjo  
Steven Rowe  
Joseph Casal  
Eric Aguiar  
Sean Iamartino  
Tom Lam  
Andrew Mitchell  
Alan Nieto  
Eduardo Guerra  
Pierre Jimenez  
Jacob Leschen  
Alex Sanchez  
Lucas Iglesias  
Brenda Izquierdo  
Lizette Mendoza  
Luis Puche

## PREPARATION FOR MEETING

---

- Read PowerPoints scheduled for this week

## ACTION ITEMS FROM PREVIOUS MEETING

---

- Setup local environment
- Work on user story

## AGENDA ITEMS

---

- Scrum Meeting
- Ensure everyone knows how to set up local environment
- Overview of Bitnami MEAN Stack setup

## NEW ACTION ITEMS

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- Get to work on user stories

## MEETING MINUTES

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Directory Structure :

- source\_code
- documentation
- tutorials

See tutorials folder in our Google Drive to access the files used in class to set up the dev. environment.

Make sure to ignore local config. files in the GIT repository.

Folders are all lowercase with underscore between words.

PhD contact while Sadjadi is away: mtahe006@fiu.edu

# MEETING AGENDA – WEEK 6

## MEETING INFORMATION

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Objective: Clean up Mingle and how to use Git

Date:	09/28/2015	Location:	PG6
Time:	1530	Meeting Type:	Class
Timekeeper:	Tiago	Minute Taker:	Tiago

### Attendees:

Eduardo Guerra  
Andrew Mitchell  
Chris Naranjo  
Steven Rowe  
Joseph Casal  
Pierre Jimenez  
Eric Aguiar  
Jacob Leschen  
Tiago moore  
Alan Nieto  
Lizette Mendoza

## PREPARATION FOR MEETING

---

- Read PowerPoints scheduled for this week

## ACTION ITEMS FROM PREVIOUS MEETING

---

## AGENDA ITEMS

---

- Clean up user stories in Mingle
- Tutorials on how to use Git

## NEW ACTION ITEMS

---

## MEETING MINUTES

---

Clean up user story cards on mingle  
Git

# MEETING AGENDA – WEEK 6

## MEETING INFORMATION

---

Objective: Practice Scrum Meetings

Date:	09/30/2015	Location:	PG6
Time:	1200	Meeting Type:	Class
Timekeeper:	Tiago	Minute Taker:	Tiago

### Attendees:

Chris Naranjo  
Jacob Leschen  
Tom Lam  
Steven Rowe  
Sean lamartino  
Lucas Iglesias  
Andrew Mitchell  
Garrett Lemieux  
Emmanuel Vinas  
Alan Nieto  
Eric Aguiar  
Tiago Moore  
Brenda Izquierdo  
Lizette Mendoza  
Luis Puche

## PREPARATION FOR MEETING

---

- Read PowerPoints scheduled for this week

## ACTION ITEMS FROM PREVIOUS MEETING

---

- Work on user story

## AGENDA ITEMS

---

- Proper Scrum Meeting tips

## NEW ACTION ITEMS

---

- Continue working on user story

## MEETING MINUTES

---

### Scrum Meeting Tips

1. Not used as solving session  
Issues raised should/will be done immediately after the meeting
2. Not a status update meeting.  
Need information about what is behind schedule  
Rather it is where you say your commitments to the team

3. During the daily scrum each member should be answering the following  
What did you do yesterday?  
What will you do today?  
Are there any impediments in your work?

# MEETING AGENDA – WEEK 7

## MEETING INFORMATION

---

Objective: Implement basic FIU VIP webpage

Date:	10/05/2015	Location:	PG6
Time:	1200	Meeting Type:	Class
Timekeeper:	Lukas	Minute Taker:	Lukas

### Attendees:

Garrett Lemieux  
Andrew Mitchell  
Taigo Moore  
Lukas Borges  
Pierre Jimenez  
Eduardo Guerra  
Lucas Iglesias  
Eric Aguiar  
Steven Rowe  
Alan Nieto  
Jacob Leschen  
Chris Naranjo  
Brenda Izquierdo  
Lizette Mendoza  
Emmanuel Vinas  
Luis Puche  
Alex Sanchez

## PREPARATION FOR MEETING

---

- Read PowerPoints scheduled for this week

## ACTION ITEMS FROM PREVIOUS MEETING

---

- Continue working on user story

## AGENDA ITEMS

---

- Implement basic skeleton for FIU VIP website

## NEW ACTION ITEMS

---

- Pull new webpage
- Get to work on implementing user story

## MEETING MINUTES

---

- Trying to start a application using Express
- Need to install Express

- Everyone needs to get express sample and run it ... once done it on local server we all can start same place.
- app.js is the server
- Jade is updated version of html
- Install Bower
- Got webpage working with to sections nerd and geeks
- Working now push to master
- Must use nodejs instead of nodex
- Sample application is up and working

# MEETING AGENDA – WEEK 7

## MEETING INFORMATION

---

Objective: Sprint 3 Review and Sprint 4 Planning

Date:	10/07/2015	Location:	PG6
Time:	1200	Meeting Type:	Class
Timekeeper:	Tiago	Minute Taker:	Tiago

### Attendees:

Steven Rowe  
Garrett Lemieux  
Joseph Casal  
Alan Nieto  
Lizette Mendoza  
Brenda Izquierdo  
Eric Aguiar  
Lukas Borges  
Christopher Naranjo  
Alex Sanchez  
Sean Iamartino  
Emmanuel Gonzalez  
Pierre Jimenez  
Tom Lam  
Tiago Moore  
Andrew Mitchell  
Jacob Leschen  
Lucas Iglesias  
Emmanuel Vinas  
Eduardo Guerra  
Luis Puche

## PREPARATION FOR MEETING

---

- Read PowerPoints scheduled for this week

## ACTION ITEMS FROM PREVIOUS MEETING

---

- Work on user stories

## AGENDA ITEMS

---

- Scrum Meeting
- Sprint 3 Review
- Sprint 4 Planning

## NEW ACTION ITEMS

---

- Continue working on user story



## MEETING MINUTES

---

Groups met together to discuss progress.  
Fix any impediments as a class

Discussed Sprint 3 Review

Began Sprint 4 Planning

# MEETING AGENDA – WEEK 8

## MEETING INFORMATION

---

Objective: Group Scrum Meetings

Date:	10/12/2015	Location:	PG6
Time:	1200	Meeting Type:	Class
Timekeeper:	Tiago	Minute Taker:	Tiago

### Attendees:

Christopher Naranjo  
Garrett Lemieux  
Eduardo Guerra  
Pierre Jimenez  
Eric Aguiar  
Steven Rowe  
Alan Nieto  
Jacob Leschen  
Brenda Izquierdo  
Tiago Moore  
Sean Iamartino  
Andrew Mitchell  
Emmanuel Vinas  
Tom Lam  
Luis Puche  
Lizette Mendoza

## PREPARATION FOR MEETING

---

### ACTION ITEMS FROM PREVIOUS MEETING

---

- Finish up user stories

### AGENDA ITEMS

---

- Assist group members with any issues with user stories
- Work on UML diagrams

### NEW ACTION ITEMS

---

- Work on UML diagrams

## MEETING MINUTES

---

Group Scrum  
Group user story development

# MEETING AGENDA – WEEK 8

## MEETING INFORMATION

---

Objective: Discuss VIP (the Vertically Integrated Projects Program)

Date:	10/14/2015	Location:	PG6
Time:	1200	Meeting Type:	Class
Timekeeper:	Lukas	Minute Taker:	Lukas

### Attendees:

Steven Rowe  
Garrett Lemieux  
Joseph Casal  
Alan Nieto  
Lizette Mendoza  
Brenda Izquierdo  
Eric Aguiar  
Lukas Borges  
Christopher Naranjo  
Alex Sanchez  
Sean Iamartino  
Emmanuel Gonzalez  
Pierre Jimenez  
Tom Lam  
Tiago Moore  
Andrew Mitchell  
Jacob Leschen  
Emmanuel Vinas  
Eduardo Guerra  
Luis Puche

## PREPARATION FOR MEETING

---

- Please Read: Essential Scrum Chapter 1

## ACTION ITEMS FROM PREVIOUS MEETING

---

- Work on UML diagrams

## AGENDA ITEMS

---

- Continue to work on UML diagrams

## NEW ACTION ITEMS

---

- Bring completed UML diagrams to class

## MEETING MINUTES

---

# MEETING AGENDA – WEEK 9

## MEETING INFORMATION

---

Objective: UML Diagrams and Database Schema

Date:	10/19/2015	Location:	PG6
Time:	1200	Meeting Type:	Class
Timekeeper:	Tiago Moore	Minute Taker:	Tiago Moore

### Attendees:

Tiago Moore  
Lukas Borges  
Garrett Lemieux  
Jacob Leschen  
Andrew Mitchell  
Emmanuel Vinas  
Chris Naranjo  
Sean Iamartino  
Alex Sanchez  
Brenda Izquierdo  
Steven Rowe  
Pierre Jimenez  
Lizette Mendoza  
Alan Nieto  
Luis Puche

## PREPARATION FOR MEETING

---

- Please Read: Essential Scrum Chapter 2
- Please Bring: Individual Subsystem Documentation

## ACTION ITEMS FROM PREVIOUS MEETING

---

- Individual Subsystem Documentation (User Story documentation)

## AGENDA ITEMS

---

- TEAM SCRUM [20 min]
- Database Schema[30 min]
- Login - System Workflow [25 min]

## NEW ACTION ITEMS

---

- Correct UML and Sequence diagrams for next class

## MEETING MINUTES:

---

- GROUPS SHOWED THE DIAGRAMS THEY CREATED TO THE GROUPS AND PROFESSOR FOR ACCURACY
- WILL CORRECT ANY DISCREPANCIES FOR NEXT CLASS

# MEETING AGENDA – WEEK 9

## MEETING INFORMATION

---

Objective: Enter the objective of the meeting here.

Date:	10/19/2015	Location:	PG6
Time:	1530	Meeting Type:	Group Meetups
Timekeeper:	Tiago Moore	Minute Taker:	Tiago Moore

### Attendees:

Tiago Moore  
Lukas Borges  
Garrett Lemieux  
Andrew Mitchell  
Chris Naranjo  
Lizette Mendoza  
Pierre Jimenez  
Eric Aguiar  
Eduardo Guerra  
Steven Rowe  
Joseph Casal  
Sean Iamartino  
Tom Lam

## AGENDA ITEMS

- 
- Manny display how to tie front end to database

## NEW ACTION ITEMS

- 
- Study Manny's Code

## MEETING MINUTES:

---

**MANNY'S CODE IS POSTED ON SLACK ON- CREATES USERS AND SENDS IT TO DATABASE**

# MEETING AGENDA – WEEK 9

## MEETING INFORMATION

---

Objective: Show and tell

Date:	10/21/2015	Location:	PG6
Time:	1200	Meeting Type:	Class
Timekeeper:	Tiago Moore	Minute Taker:	Tiago Moore

### Attendees:

Tiago Moore  
Lukas Borges  
Garrett Lemieux  
Chris Naranjo  
Emmanuel Vinas  
Andrew Mitchell  
Lizette Mendoza  
Alex Sanchez  
Steven Rowe  
Brenda Izquierdo  
Sean Iamartino  
Luis Puche

## PREPARATION FOR MEETING

---

- Please Read: Essential Scrum Chapter 3
- Show and Tell Code

## ACTION ITEMS FROM PREVIOUS MEETING

---

- Complete Sprint 4 tasks

## AGENDA ITEMS

---

- Show and Tell

## NEW ACTION ITEMS

---

- Fix up user stories

## MEETING MINUTES:

---

### SHOW AND TELL -

TIAGO NEED TO MAKE A WIZARD FOR RESUME, ONE SINGLE PAGE FORM IS NO GOOD.  
EVERYONE IMPROVE ON THEIR USER STORIES AS BROUGHT OUT BY PRODUCT OWNER

# MEETING AGENDA – WEEK 10

## MEETING INFORMATION

---

Objective: What a Software Engineer MUST know

Date:	10/26/2015	Location:	PG6
Time:	1200	Meeting Type:	Class
Timekeeper:	Lukas Borges	Minute Taker:	Lukas Borges

### Attendees:

Tiago Moore  
Steven Rowe  
Christopher Naranjo  
Andrew Mitchell  
Pierre Jimenez  
Alan Nieto  
Eric Aguiar  
Jacob Leschen  
Eduardo Guerra  
Alex Sanchez  
Garrett Lemieux  
Lukas Borges  
Sean Iamartino  
Luis Puche  
Brenda Izquierdo  
Lizette Mendoza  
Tom Lam

## PREPARATION FOR MEETING

---

- Please Read: Essential Scrum Chapter 4

## ACTION ITEMS FROM PREVIOUS MEETING

---

- Push Dev Code to Repo
- Compile group documentation

## AGENDA ITEMS

---

- What do we need to pass this class ...

## NEW ACTION ITEMS

---

- Work on documentation
- Work on code

## MEETING MINUTES

---

Meeting Minutes:

To graduate from this class:

Software solution is not deciding.

Working as a team

Documentation

Communication skills

Knowing your audience

Software Design (Star UML, and whatever)

Knowing scrum (and keywords)

Interaction with product owner (developing user stories to satisfy the requirements)

Requirement analysis

Knowing how to test software

Whitebox testing, Blackbox testing, unit testing and automated testing.

**Show enough of these aspects to avoid failing this class.**

Model View Controller: A way of organizing the solution

Separates what belongs to interaction with the actors of the system (view).

Controller is the business logic

Model is the persistency (the heart of the system, in our case, Database).

Model is what is going to change the least.

Examples:

Model: Users, Projects, Applications, Calendar, every object concept that requires persistency.

Views: Login page, Peer evaluation page, Student information page, these are all views.

Controller: Functions such as `applicationSubmission()`, `studentEvaluation()` are controllers.

Sequence Diagram should initiated by an actor that pokes the system.

Arrows cannot go upwards unless you're Marty McFly.

There should be no 'database'. Sequence diagram is higher level, use 'model' instead.



# MEETING AGENDA – WEEK 11

## MEETING INFORMATION

---

Objective: Prepare for Show and Tell

Date:	11/2/2015	Location:	PG6
Time:	1200	Meeting Type:	Class
Timekeeper:	Lukas	Minute Taker:	Lukas

### Attendees:

Christopher Naranjo  
Jacob Leschen  
Tiago Moore  
Andrew Mitchell  
Emmanuel Gonzalez  
Brenda Izquierdo  
Sean Iamartino  
Steven Rowe  
Alex Sanchez  
Pierre Jimenez  
Eric Aguiar  
Alan Nieto  
Eduardo Guerra  
Garrett Lemeiux  
Emmanuel Vinas  
Luis Puche  
Lizette Mendoza

## PREPARATION FOR MEETING

---

- Please Read: Essential Scrum Chapter 5

## ACTION ITEMS FROM PREVIOUS MEETING

---

- Push to dev code to the repo

## AGENDA ITEMS

---

- How to prepare for show and tell

## NEW ACTION ITEMS

---

- Finish user stories
- Show and tell

## MEETING MINUTES

---

- Demonstration of coding, documentation, testing, etc will earn you a C, however the quality of this will earn you an A.
- Masoud has short memory which may work against or for you

Next Class:

- Show and tell, be quick about and don't waste time
- User stories must be done
- after show and tell must explain plan for integration
  - must be able to explain work that you depend on and vice versa
- Sprint planning for next sprint will also be done

# MEETING AGENDA – WEEK 11

## MEETING INFORMATION

---

Objective: Show and tell on local environment

Date:	11/04/2015	Location:	PG6
Time:	1200	Meeting Type:	Class
Timekeeper:	Lizette	Minute Taker:	Lizette

### Attendees:

Christopher Naranjo  
Jacob Leschen  
Tiago Moore  
Andrew Mitchell  
Emmanuel Gonzalez  
Sean Iamartino  
Steven Rowe  
Pierre Jimenez  
Eric Aguiar  
Alan Nieto  
Eduardo Guerra  
Garrett Lemeiux  
Brenda Izquierdo  
Emmanuel Vinas  
Luis Puche  
Alex Sanchez  
Lizette Mendoza  
Luis Puche  
Tom Lam

## PREPARATION FOR MEETING

---

- Please Read: Essential Scrum Chapter 6

## ACTION ITEMS FROM PREVIOUS MEETING

---

- Prepare for show and tell

## AGENDA ITEMS

---

- Show and tell

## NEW ACTION ITEMS

---

- Work on improving code

## MEETING MINUTES

---

Show and tell

Not everyone presented so be sure to finish your user story if not

For those who did present, be sure to make changes addressed by Sadjadi

Next show and tell will be on the FIU VIP server

NICE WORK EVERYONE!

# MEETING AGENDA – WEEK 12

## MEETING INFORMATION

---

Objective: Documentation

Date:	11/09/2015	Location:	PG6
Time:	1200	Meeting Type:	Class
Timekeeper:	Tiago	Minute Taker:	Tiago

### Attendees:

Christopher Naranjo  
Jacob Leschen  
Tiago Moore  
Andrew Mitchell  
Emmanuel Gonzalez  
Sean Iamartino  
Pierre Jimenez  
Eric Aguiar  
Alan Nieto  
Alex Sanchez  
Eduardo Guerra  
Steven Rowe  
Garrett Lemeiux  
Emmanuel Vinas  
Luis Puche  
Lizette Mendoza

## PREPARATION FOR MEETING

---

- Please Read: Essential Scrum Chapter 7

## ACTION ITEMS FROM PREVIOUS MEETING

---

- Improve user stories
- Complete user stories

## AGENDA ITEMS

---

- Scrum meeting
- Discuss documentation

## NEW ACTION ITEMS

---

- Begin integration of user stories

## MEETING MINUTES

---

Spoke with Sadjadi about what is needed for the documentation  
Cleared up any issues with our user stories as a group

Began discussing how we would go about the over all integration – first in groups, then as a class

# MEETING AGENDA – WEEK 13

## MEETING INFORMATION

---

Objective: Enter the objective of the meeting here.

Date:	11/16/2015	Location:	PG6
Time:	1200	Meeting Type:	Class
Timekeeper:	Manny	Minute Taker:	Manny

### Attendees:

Christopher Naranjo  
Jacob Leschen  
Tiago Moore  
Andrew Mitchell  
Emmanuel Gonzalez  
Sean Iamartino  
Pierre Jimenez  
Eric Aguiar  
Steven Rowe  
Brenda Izquierdo  
Alan Nieto  
Alex Sanchez  
Eduardo Guerra  
Garrett Lemeiux  
Emmanuel Vinas  
Luis Puche  
Lizette Mendoza

## PREPARATION FOR MEETING

---

- Please Read: Essential Scrum Chapter 8

## ACTION ITEMS FROM PREVIOUS MEETING

---

- Begin integration

## AGENDA ITEMS

---

- Discuss functions needed to complete user stories

## NEW ACTION ITEMS

---

- Create needed functions for other groups
- Continue integration

## MEETING MINUTES

---

Group 1 and 2 integrated

Trying to figure out who needs what function from who to get this show on the road:

Group 3 needs functions from Garrett, Chris and Andrew  
Group 4 need nodemailer from Eduardo

Waiting on Group 3 and 4 to complete user stories to integrate as a class



# MEETING AGENDA – WEEK 13

## MEETING INFORMATION

---

Objective: Integration

Date:	11/18/2015	Location:	PG6
Time:	1200	Meeting Type:	Class
Timekeeper:	Manny	Minute Taker:	Manny

### Attendees:

Christopher Naranjo  
Jacob Leschen  
Tiago Moore  
Andrew Mitchell  
Emmanuel Gonzalez  
Sean Iamartino  
Pierre Jimenez  
Eric Aguiar  
Steven Rowe  
Alan Nieto  
Eduardo Guerra  
Garrett Lemeiux  
Emmanuel Vinas  
Brenda Izquierdo  
Luis Puche  
Lizette Mendoza  
Tom Lam

## PREPARATION FOR MEETING

---

- Please Read: Essential Scrum Chapter 9

## ACTION ITEMS FROM PREVIOUS MEETING

---

- Complete user stories
- Integrate groups 3 and 4

## AGENDA ITEMS

---

- Push code to master repo

## NEW ACTION ITEMS

---

- Prepare for show and tell
- Class integration
- Work on UML diagrams

## MEETING MINUTES

---

Working with the remaining groups to see who is left to complete user stories  
Group 1 and 2 and 3 merged – waiting on group 4

# MEETING AGENDA – WEEK 14

## MEETING INFORMATION

---

Objective: Final show and tell

Date:	11/23/2015	Location:	PG6
Time:	1200	Meeting Type:	Class
Timekeeper:	Tiago	Minute Taker:	Tiago

### Attendees:

Christopher Naranjo  
Jacob Leschen  
Tiago Moore  
Andrew Mitchell  
Emmanuel Gonzalez  
Brenda Izquierdo  
Sean Iamartino  
Pierre Jimenez  
Eric Aguiar  
Joseph Casal  
Alan Nieto  
Steven Rowe  
Eduardo Guerra  
Garrett Lemeiux  
Emmanuel Vinas  
Luis Puche  
Alex Sanchez  
Lizette Mendoza  
Tom Lam

## PREPARATION FOR MEETING

---

- Please Read: Essential Scrum Chapter 10

## ACTION ITEMS FROM PREVIOUS MEETING

---

- Integrate entire class

## AGENDA ITEMS

---

- Final Show and Tell

## NEW ACTION ITEMS

---

- Put finishing touches on the project

## MEETING MINUTES

---

Last day of class

Showed our user stories as a class on the VIP website  
Still have some things to fix before the end of the semester... Do it!

Can still use the class to meet if necessary

# MEETING AGENDA – WEEK 14

## MEETING INFORMATION

---

Objective: Work as a team to finish up project

Date:	11/25/2015	Location:	PG6
Time:	1200	Meeting Type:	Group Meeting
Timekeeper:	Lizette	Minute Taker:	Lizette

### Attendees:

Christopher Naranjo  
Jacob Leschen  
Tiago Moore  
Andrew Mitchell  
Emmanuel Gonzalez  
Sean Iamartino  
Steven Rowe  
Alex Sanchez  
Pierre Jimenez  
Eric Aguiar  
Brenda Izquierdo  
Alan Nieto  
Joseph Casal  
Eduardo Guerra  
Garrett Lemeiux  
Emmanuel Vinas  
Luis Puche  
Lizette Mendoza

## PREPARATION FOR MEETING

---

- Please Read: Essential Scrum Chapter 11

## ACTION ITEMS FROM PREVIOUS MEETING

---

- Push final integrations to master repo

## AGENDA ITEMS

---

- Project documentation requirements
- Diagrams
- Make sure everyone is finishing their user stories

## NEW ACTION ITEMS

---

- Finish user stories
- Complete three UML diagrams: class, sequence, use case

## MEETING MINUTES

---

Clarification on what is needed for project documentation

UML diagrams:

Class diagrams

Sequence diagrams

Use case diagrams

Combine diagrams where necessary. Not all groups need to combine all diagrams

Make sure everyone can access RockMongo

Ensure everyone has set up their userType properly

Set up a chat in Slack to let people know when to push and pull from GitHub. DO NOT PUSH WITHOUT LETTING THE CLASS KNOW AND NOTIFY WHEN DONE

# MEETING AGENDA – WEEK 15

## MEETING INFORMATION

---

Objective: Finalize VIP project

Date:	11/30/2015	Location:	PG6
Time:	1200	Meeting Type:	Group Meetings
Timekeeper:	Lizette	Minute Taker:	Lizette

### Attendees:

Christopher Naranjo  
Jacob Leschen  
Tiago Moore  
Andrew Mitchell  
Emmanuel Gonzalez  
Sean Iamartino  
Pierre Jimenez  
Eric Aguiar  
Joseph Casal  
Alan Nieto  
Steven Rowe  
Eduardo Guerra  
Garrett Lemeiux  
Emmanuel Vinas  
Luis Puche  
Lizette Mendoza  
Brenda Izquierdo  
Tom Lam  
Alex Sanchez

## PREPARATION FOR MEETING

---

- Please Read: Essential Scrum Chapter 12

## ACTION ITEMS FROM PREVIOUS MEETING

---

- Push final code
- Modify UML diagrams

## AGENDA ITEMS

---

- Finish up VIP website

## NEW ACTION ITEMS

---

- Push to master repo
- Finish up UML diagrams

## MEETING MINUTES

---

Clean up any issues with VIP website as a team



# MEETING AGENDA – WEEK 15

## MEETING INFORMATION

---

Objective: Last meeting

Date:	12/02/2015	Location:	PG6
Time:	1200	Meeting Type:	Group Meetings
Timekeeper:	Lizette	Minute Taker:	Lizette

### Attendees:

Christopher Naranjo  
Jacob Leschen  
Tiago Moore  
Andrew Mitchell  
Emmanuel Gonzalez  
Sean Iamartino  
Pierre Jimenez  
Steven Rowe  
Eric Aguiar  
Alan Nieto  
Eduardo Guerra  
Garrett Lemeiux  
Alex Sanchez  
Emmanuel Vinas  
Luis Puche  
Lizette Mendoza  
Tom Lam  
Joseph Casal

## PREPARATION FOR MEETING

---

- Please Read: Essential Scrum Chapter 13

## ACTION ITEMS FROM PREVIOUS MEETING

---

- Complete and push user stories
- Final touched on UML diagrams

## AGENDA ITEMS

---

- Finalize VIP website
- Discuss documentation
- Discuss project tutorials

## NEW ACTION ITEMS

---

- Finalize UML diagrams
- Send UML diagrams
- Push final code
- Make video tutorials

## MEETING MINUTES

---

UML diagrams due WEDNESDAY NIGHT  
Documentation to be completed by Friday night  
Final push to VIP server will be NEXT MONDAY  
Tutorials due by NEXT THURSDAY  
NO EXCEPTIONS! It's crunch time people!

GOOD LUCK ON FINALS EVERYONE!!