

Meeting With Professor

Prof: Need agenda for next time, the morning of.

Prof: Minutes can be an overview of topics discussed.

Prof: Create document section in GitHub repo for minutes & agendas. Use consistent filenames without spaces.

Prof: Criticism of our waiting to contact client and our communication. Suggests we be proactive.

Connor: Questions about the platform for the app. Prof says it's probably a mobile app, mentions cross platform tools.

Prof: If we want to do a web app we have to be prepared to sell the client on the idea. Tells us to control the narrative in this regard.

Justin: We should discuss specific features the client wants.

Prof: agrees, and adds characteristics and function of the app.

Alessandro: There are existing apps that do similar things and that we should ask the client what he wants that those apps don't do.

Prof: You can analyze those existing software and steal ideas from them.

Prof: should ask:

- What is an event

- What is a calendar item

- What type of datastreams will we need to be handled

- What type of database does he want

- Where and how should data be stored

- How to synchronize with calendar from other software suites

Noah: We should ask about differences between admin/user, permissions

Prof: Clarify as many things (features) as possible during the first few meetings.

Prof: Everyone has to create an SRS alone.

Prof: Reiterates the importance of collaboration and being proactive.

Alessandro: Are we able to keep the software on our GitHub repo after the class.

Prof: It's a gray area, discuss it with the client.

Prof: Often times students only finish a prototype. We can give the client a copy of the code but any continued support is on us if any if us wish to work further after these 10 weeks.

Prof: The platform will decide a lot of what we have to do for the project.

Prof: The client doesn't have a CS background which will cause communication issues. He has an event planning background which means we have to get definitions of terms.

Prof: Try to compile **one document of questions** to send to the client. Through one PoC

- Maybe weekly?*

- Roscoe, cc everyone else (prof's suggestion).*

Prof: Clients usually care only about what they can interact with, not the underlying system. Be polite and communicate properly with client. Keep the channel of communication open and give him information to keep him interested.

Prof: Asks when we are meeting. Our private meetings **must be minuted**.

Prof: The intensity of the class starts high, drops down a little, then gets worse at the end of the course.

Prof: Encourages us to meet weekly w/ the client.

Prof: Try to accommodate each others' schedules including employment, mutual respect.

Prof: **No class on Monday, decide if we want to meet Thursday @4pm**

Prof: Don't waste time, learn needed technologies now. Try to fix interpersonal problems internally but

if someone is freeloading bring it to the Prof's attention. Reiterates that we should analyze existing software and must document everything. Documentation will help hold all parties accountable.

Prof: has office hours Wednesday 11:30.

Prof: Reiterates that we should be prepared for the meetings with the client and have all questions ready.

Noah

Team Meeting

Connor:

- We should decide on roles
- we should create another text channel for notes
- Connor will be the minutes guy.
- We created a document for questions the client
- We need to thoroughly read the description given by the client to have
- We talked about tech stacks and containers.
- From the description it sounds we will need
 - a server
 - archiving events
 - multiple classes of users
 - storage and persistence, documents and past events.
 - **Ask what type of information**
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- The scope seems very wide, we might need to dial it back a bit.
- Ask if the app is internal to his organization or includes his customers
- Look into client's background.
- Ask client about his job and how he uses technology
- Ask what type of communications they have in his organization and who talks to who.
- We will know more after we meet with the client.
- We will need to manage the client's expectations
 - Through asking the client to rank the importance of features (top three)
 - Minimum Viable Product
- Try to have a basic prototype at least every other week
- Try to get a mock-up in front of the client within the first week of development:
 - "This is how we interpreted what you asked for, how does this work for you?"
- Show up early to the client meeting, if possible

Noah:

We forgot the agenda and talked about taking notes

- Notes should be posted on the github, no spaces in the names, as pdf
- Have some questions regarding the app for the client, also for planning take control and don't give him too much control over the meeting times since there are 5 of us and 1 of him. The more you control the narrative the more you control the game

- Maybe pitch him a webapp, so that we can develop for "one" platform but it can be used easily by both IOS and Android users.
- Ask questions regarding the app, where the data is stored, what database type is wanted, does speed matter to an extent, what are the ideas you have for the user interface, and for a multi user platform do they want any differentiation between general users (permission wise)
- The main problem right now is to get the most information as possible out of him immediately so that you don't start working on assumptions or incorrect information
- Ask if we are allowed to keep the software that we created, and if we can't try to create a demo video of the software. There's a legal grey area behind it since they technically own the software.
- Most of the time the best the students can do is a prototype of the application
- Make sure that the terminology used is very clear, bridging gaps between knowledge we have vs they have
- Try to pace the features per week and go over a timeline every week or whenever you have a meeting with the client.
- Vадja can give us tablets for android or IOS if we need them for testing, realistically 2 of each.
- Team meetings need notes similar to this as well
- Each team should have one communicator with the client to streamline everything.
- Let Vадja know if you want to have a meeting next Th@4pm since M is holiday

Justin:

Minutes 1/13/25

GitHub discussion

-sections for documentation

-naming conventions

-pdfs only

Discuss questions for client

phone app vs. web app project

What features do you want with the app?

Any features of other apps you like?

Where will data be stored?

Functional speed?

Admin/user interfaces?

External app sync?

Is there some system you already use that you'd like to simplify?

Split up tasks

Alassandro:

I got this from the meeting

- Read description provided by client

- Can we keep the software on the github afterwards
- What OS should the app be developed for, prepare with minimal knowledge in each case (android, ios, web, all three, or only two of them). Flutter seems like a good option
- Create document section in github (PDF format)
- What does this app have that's different than the other ones on the market (EventBrite, TicketMaster)
- How and what data will be stored
- Speed
- User privileges