

Minutes 1/9

WHO, WHEN, WHO TOLD WHAT AND HOW, DECISION MADE

Meeting requirements:

- Every meeting should have an Agenda!
  - PDF sent via email, sent Sunday night at the latest
  - Who's in the meeting, what is gone over, time/location, time schedule, potential questions/topics unrelated to what you're going to do and what you did.
- What did you do last week, what are you going to do next week?
  - Issues, progression, minutes. *Similar to scrum*

Documentation:

- Repository of the code on discord
- minutes and agenda (separate folder)
  - Documentation / code snippets with helpful open source code found on the web

Things you may need to ask for the meeting with the client

- Meet often with the client!
    - If unable to meet often, send emails, keep in contact throughout the assignment
    - Gather multiple requirements when eliciting, no solo questions
    - CC all members of the group in emails
  - Technical questions about the assignment
    - API, language, questions about hosting?
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Assignments due:

- Solo SRS, group SRS, and group Software documentation / User Manual

What's required for the midterm

- Problem statement
- SRS
- Requirement analysis
- Design *if created*
- Identified the tools: programming language, technology, API, platform
- Explanation for those tools
  - Advantages / disadvantages
  - Why you picked the tools you picked
- Demo code *if created*
- Schedule for the next 4-5 weeks

What's required for the final

- Code snippets
- Test cases, test scenarios

- Bugs that you ran into
- **Presentation of software on zoom**
- YouTube video demonstrating the software