

ECSE 321 - Group 11

Deliverable 1 Meeting Minutes

Date: 3rd October 2024

Time: 16:30 PM

Location: Trottier Building

Attendees:

- Paolo
- Peter Zhang
- Emile
- Jeff
- Rami

Desired Outcomes:

- Team introduction and bonding.
- Review the project guidelines together.
- Create a clear plan for completing Deliverable 1.

## Agenda:

### 1. Team Introductions:

- Everyone introduces themselves and discusses their strengths and areas of expertise.

### 2. Discuss Project Guidelines:

- Review the project overview, guidelines, and expectations for Deliverable 1.
- Clarify any confusion regarding project scope, submission deadlines, and team expectations.

### 3. Plan for Completing Deliverable 1:

- Read and discuss the project description and related documents together.
- Identify key sections of the deliverable and assign tasks to each team member.
- Establish a strategy for tracking progress (e.g., using GitHub Projects for task management).

### 4. Team Goals and Collaboration Setup:

- Set team goals and expectations for collaboration.

- Establish ground rules for working as a team, including communication channels (e.g., Slack, Discord, or WhatsApp).
- Discuss potential working constraints (e.g., time zones, busy schedules).
- Agree on the most common and ideal meeting times for future discussions.

## 5. Requirements and Constraints:

- Review the project description and make a list of the functional and non-functional requirements.
- Discuss potential constraints that could impact the project (e.g., time constraints, technical challenges).

## 6. Work Distribution:

- Go over the sections of Deliverable 1 and break the work into smaller, manageable parts.
- Discuss the main points of each section, ensuring that everyone understands their role.

## Outcomes:

### 1. Team Introduction:

- Everyone introduced themselves and discussed their availability and expertise. The team feels confident about collaboration and roles.

## 2. Project Understanding:

- The entire team reviewed the project guidelines and agreed on the overall understanding of the deliverable. There was a shared understanding of the functional and non-functional requirements.

## 3. Work Distribution:

- Paolo and Emile will focus on Part 1 of Deliverable 1 (e.g., Functional and Non-Functional Requirements, Use Case Diagrams).
- Peter Zhang and Rami will work on Part 2 (e.g., Domain Model and Class Diagrams).
- Jeff will handle the persistence layer development and testing.

## 4. Collaboration Tools:

- The team decided to use GitHub for source control and issue tracking.
- WhatsApp was chosen for quick communication, and Zoom for future meetings.

## 5. Meeting Schedule:

- Agreed to meet on oct 6th.

## 6. Next Steps:

- Begin work on the assigned sections.
- Schedule a mid-week check-in to discuss any blockers or progress.

## Action Items:

### Task

### Assigned To

Functional/Non-Functional Requirements | Paolo & Emile

Use Case Diagrams | Paolo & Emile

Domain Model and Class Diagram | Peter & Rami

Persistence Layer Development | Jeff & Rami

Schedule Next Meeting | Emile