

Team 104 Meeting Minutes

9/10/19

The group met for about 20 minutes and we discussed the setup of the project and tasks were assigned to all individuals in the group. On this day we also discussed what our official meeting day would be other than the in class meetings.

9/12/19

On this day, we met up during the class session and used the whole 1 hour and 15 minutes to discuss the setup of the AWS.

9/16/19

This was our first official meeting as a group outside of class and we met up for about 1 hour and 30 minutes. We discussed the server issues that we were having, talked about the about pages that we would be implementing, the set up of the branches for git, and we got everyone on the same page with how we were going to use git.

9/19/19

We met in class as a group for 40 minutes, and we discussed the first milestone. We talked about what tools we would be planning to implement as well as who felt they were most suitable for a certain aspect of the project.

9/23/19

On this day we met for about 1 hour and the team leader assigned tasks for everyone to follow on trello. Along with adding the tasks, the team leader also assigned due dates to the tasks in order to complete milestone 1 on time.

9/26/19

On this day we met for an hour and fifteen minutes, we also confirmed that we would be using OCR and we also discussed the progress that we had made on our prototype website. We as a team reevaluated our tasks and made sure that they would be completed them by the nearing deadline of milestone 1.

9/30/19

The group met for an hour and discussed the last of the tasks that were not finished for milestone 1 and made those things a priority in order to finish before the deadline. Also discussed the final aspects of the prototype and how they would function.

10/3/19

This day was our group's last chance to fix anything that was wrong with our milestone 1. In total we spent an hour and fifteen minutes discussing these problems. We also started to preview the tasks that were ahead of us for milestone 2.

10/8/19

Team 104 Meeting Minutes

On this day we met up during the class session for about an hour and had a deeper discussion over milestone 2 along with splitting the assignment into two parts which were front and backend.

10/15/19

This day was a group meeting day outside of class in which we met up for about an hour and discussed the UI mockups that the front-end team had developed. Also checked on how our progress was moving along with the milestone.

10/17/19

We met for about an hour and discussed all of the issues we were running into as a team on milestone 2 and we brainstormed a few solutions to resolve said issues. There was also discussion on how to implement the database correctly.

10/21/19

This day we met up for an hour and used it to polish up anything that we had finished on milestone 2 up to that point. We made sure that we were also meeting the deadlines assigned to us on Trello.

10/24/19

Met up for an hour and fifteen minutes and used all of that time to discuss any miscommunication we had on milestone 2 as well as cleared up any confusion that still remained.

10/28/19

On this day we met for an hour and used that time to organize milestone 3 into sections that could be assigned by the front and back end team as well as assigned due dates to these tasks on Trello.

10/31/19

We met up for about an hour and fifteen minutes. We talked about making sure our website thus far was still mobile ready, getting the search bar done, and we thought about creating notifications that would be sent out via email.

11/4/19

On this day we met for about half an hour and discussed the last of the needed requirements for milestone 3 before the approaching deadline. At this point we only had a day to finish the milestone and we discussed our strategies on completing everything.

11/11/19

This day was Veteran's Day, but my team and I still managed to meet for an hour and a half to discuss our plans for our project through Zoom while we waited for the next milestone to be presented.

Team 104 Meeting Minutes

11/18/19

On this day we discussed Milestone 4 and we split it up into tasks that the group could complete. We also talked about what needs to be refined in our group in order to make deadlines.

11/25/19

This week was Thanksgiving Break and my team and I took advantage of the time off to work on Milestone 4. Although we did not meet in person we were able to discuss over zoom for half an hour and discuss our progress as well as any issues we had encountered.

12/9/19

Team met up for about half an hour to discuss what needed to be done for milestone 5 and what we would do to ensure our success on this project. Everyone in the team agreed to dedicate themselves to an aspect of the project in order to get it done.

12/18/19

This was our last meeting before our final day in class together otherwise known as demo day. On this day we met for two hours and we got our final presentation together and worked out the last kinks in our project in order to make sure that it was ready to be presented.