**Professor Vajda Weekly Meeting #4**

January 31th, 2023 / 10:00 AM / Zoom

# **Attendees**

Keane Wesselius, Conner Gordon, Michael Camarata, Chris Payne, Lincoln Huber, Galmo Said, Joshua Ruymen, Shiva Shrestha, Professor Szilard Vajda

## Accepting of Previous Meeting Minutes

### 10:00 AM - 10:03 AM

## **Progress Since Previous Meeting**

### 10:03 AM - 10:29 AM

* All members finished their individual SRS’s and confirmed they would be working on the midterm presentation.
* Some members talked about working on combined SRS document or making demos since last week.
  + Some demos discussed had overlap with each other, which shouldn’t occur.
* Discussion on not working together and communicating efficiently.
  + Work should be divided with everyone working on specific tasks to avoid overlap and inefficiency.

## Midterm Overview

### 10:29 AM - 10:58 AM

* Should be 40 minutes long, each member presenting for 5 minutes.
* Introductory Section
  + Team Introduction (team logo, name).
  + Individual Introductions (roles, pictures).
  + Client Introduction (words about them).
* Problem Overview
  + Problem Statement.
  + Requirements (functional and nonfunctional, removed, conflicting, challenging, show what they team is trying to solve).
  + Low-level and high-level design (schematic of modules and how they communicate, what and how they interface, communication direction, splitting into smaller chunks).
* Chosen Technologies
  + Overview of utilized technologies, logos for recognition.
  + Explanation for why technologies were chosen.
* Demos
  + Demonstrating the team made some progress on the product.
  + Show strongest demos.
* Detailed Schedule
  + Who is doing what exactly for the next five weeks.
  + Should be a Gantt or Excel chart.
  + Need to build in time to react to client feedback near the end of the project for the final.
* Conclusion
  + What was shown, problem statement and requirements of project, tools used, schedule for next 5 weeks.
* Questions
  + Why do you think this requirement is difficult, why we picked specific technologies, should have detailed answers with other members able to contribute to properly answering the question.
* Should divide work for little overlap.
* Should specifically work on making sure transitions between people is smooth.
* Should likely do a dry run to avoid running into time issues and to make sure the presentation can be confidently presented.
* If we want feedback, need to send the presentation by Saturday, February 4th by midnight.
* Presentation is over Zoom or available in person (would have to be all of us).