**Professor Vajda Weekly Meeting #1**

January 10th, 2022 / 10:00 AM / Zoom

# **Attendees**

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

# **Class Requirements**

## 10:00 AM - 10:17 AM

* For future meetings, the team needs to send an agenda outlining the meeting by at least midnight the day before.
* Five assignments for the class
  + Three written assignments
    - Each member should provide an individual SRS in the first week or two, consisting of a high level design document for the product and incorporating the requirements and specifications obtained from the client. This document should be done individually without help from other team members.
    - A shared SRS document, where all group members will contribute from their individual SRS’s to create one, common-effort SRS. This SRS should include code documentation (can be auto generated from code using JavaDoc or a similar technology) and user documentation, making sure to explain hardware requirements, software requirements, and how the software is used.
    - A peer-review will be near the end of the semester and includes a paragraph about our own contributions and performance from a project and term perspective.
  + Two Presentations
    - Both presentations will be 40 minutes long, with each group member having five minutes to talk and present something they worked on for the project. Specific care should be taken to smoothly transition from one person to another and to contribute to the presentations equally.
    - The midterm should consist of:
      * The problem statement
      * A list of requirements given by the client
      * Analysis of those requirements
      * The design of the product (refer to SRS)
      * A preliminary demo which can include mock-ups or a semi-functioning user interface
      * Technologies and programming languages used for the product. Special care should be taken to explain why one technology was chosen over another, making sure to explain the choice in detail.
      * An overview of the schedule for the last five weeks of working on the product and an outline of the schedule for the next five weeks. Special care should be taken to list who is responsible for the work that has already been done, as well as who is responsible for future work.
      * Deployment notes for the product.
    - The final should consist of:
      * A live demo proving the capabilities of the software.
      * A demo video showing how the software functions from one of the developers perspectives, capturing interactions with the software and commentary of those interactions. Examples can be found on Professor Vajda’s institution website.
      * Before the final, a final meeting with the client about the project should be done if possible to get any final feedback about the product produced.

# Project / Team Requirements

## 10:17 AM - 10:28 AM

* Required to use GitHub for documents, code, agendas, minutes, and any other documents related to the product.
  + The GitHub repository should be shared with Professor Vajda as soon as possible.
* Need to meet on a regular basis (the team has decided to meet Monday and Thursday from 10 AM to 11 PM)
  + Meetings at the beginning might not be that long, but should get longer / more frequent as we start working more on the project and get closer to the final presentation.
* Meet with the client as often as possible (the team has confirmed that weekly meetings are generally possible for the client)
  + If weekly meetings cannot be secured, the client will still need to be kept up-to-date on the progress of the team.
* All should contribute to the code-base, including the leader. The measure of one's contribution will not be by line-count, but rather by the impact of the contribution to the functionality of the project. Micromanagement by Professor Vajda will not occur unless there is a problem with the team which cannot be solved internally, such as a team member not doing the work.
* People should be assigned and work on segments of the product where their skills can be best used. Likewise, work should be done sooner rather than later.

# Relationship with the Client

## 10:28 AM - 10:35 AM

* The initial meeting with the client occurred from 1 PM to 2 PM on January 9th, 2023 and covered the clients requirements, what is expected of the team, and what technologies to potentially use to create the product.
  + Professor Vajda has stated that we should use existing tools and API's to get project done, which falls in line with the technologies Taban suggested that we use.
  + Care needs to be taken to choose API’s which will work for the entire duration of the project, with being stuck with an API which doesn’t function as intended being a potential set-back for the progress of the project.
  + Similarly, API’s should be compared to find the most suitable and robust tool for the product to ensure the code base is resilient and made correctly. This is also something the team will need to discuss during the mid-term presentation.
  + Depending on what the client expects, finishing the amount of work which they have set out for us should be our primary goal, but if a requirement is outside the scope or capability of the team, other requirements should be focused and completed to finish the product as much as possible.
  + As technologies have been specifically requested for the team which they may not be familiar with, team members should make their best effort to learn new technologies for the project, with more experienced members helping those without experience.

# Overview Meeting with the Client

## 10:35 AM - 10:39 AM

* Discussed requirements which the client explained at the January 9th meeting, communicating that the team did not see any difficulties or requirements which were outside the scope of the team.

# Closing Thoughts / Next Meeting

## 10:39 AM - 10:45 AM

* For the next meeting, team members should be prepared to talk about what they have done since the last meeting, any problems they ran into or still have in relation to the project, and what they plan to have done by the next meeting.
* By the next meeting, team members should also have researched and compared the technologies requested by the client, come up with ideas of solutions to the project’s requirements, and talked with the client again about the project.
* Professor Vajda closed by stating that we are able to schedule extra weekly meetings if necessary.