

## **Team 8: Grate**

Minutes for September 26, 2016

**Present:** Kelvin Lin (Chair), Eric Chaput, Jin Liu

### **Introduction**

The purpose of this meeting is to formalize the higher level aspects of our group. The meeting will begin by discussing our formal expectations for each other, followed by our expectations of this project. The meeting will then scrutinize each slide in Professor Spencer Smith's Lecture 2 Presentation, and decide upon formalities proposed in those slides. The meeting will conclude with an official decision on the approach Team 8 will take to all deliverables up to the proof-of-concept demonstration.

### **Overview**

1. What are our expectations for each other this term?
2. What is our meeting plan for the semester?
3. What is our team communication plan?
4. What are the roles of each team member?
5. How will Git be used?
6. What technologies are we using?
7. What coding conventions are we going to adhere to?
8. What is our anticipated project schedule?
9. What do we want to have for our Proof of Concept Demonstration?

### **Extended Overview**

1. What are our expectations for each other this term?
  - How much time should each person put into the group?
  - How strictly do we expect each person to adhere to deadlines?
  - What should a team member do if he cannot finish a task on time? How much advance notice should be given?
  - What are our expectations for each other regarding punctuality (i.e. lateness, absence)?
  - What are our expectations for quality of work? What is our process for approaching a team member who is consistently producing low quality work?
  - What are the consequences for not adhering to these expectations?
2. What is our meeting plan for the semester?

- How often are we going to meet?
  - Where are we going to meet? If we are meeting in a room, who will be responsible for booking the room?
  - What time are we going to meet?
  - Are meetings flexible? Can meetings be deferred or skipped?
  - Can we have more meetings if needed? If so, what are the best times to have more meetings?
  - Who is in charge of making the agenda?
  - Who is in charge of taking notes?
3. What is our team communication plan?
- What are our sources of communication?
  - How is each source of communication to be used?
  - What is the priority of our sources of communication?
  - How often are we expected to check each source of communication?
4. What are the roles of each team member?
- Will there be a team leader?
  - Will there be a scribe?
  - Who has specific expertise in this group?
5. How will Git be used?
- How are we going to structure the repository?
  - How much code should we write before pushing to Git?
  - How will labels be used?
  - How will milestones be used?
6. What technologies are we using?
- What languages are we using? What versions?
  - What IDEs are we using?
  - What testing frameworks are we using?
  - What document generator are we using?
7. What coding conventions are we going to adhere to?
8. What is our anticipated project schedule? (Refer to Appendix A)
9. What do we want to have for our Proof of Concept Demonstration?
- What are the risks involved?
  - How do we mitigate the risks?
  - What is our contingency plan?

## Meeting Notes

*What are our expectations for each other this term?*

*What is our meeting plan for the semester?*

*What is our team communication plan?*

*What are the roles of each team member?*

*How will Git be used?*

*What technologies are we using?*

*What coding conventions are we going to adhere to?*

*What is our anticipated project schedule?*

*What do we want to have for our Proof of Concept Demonstration?*

## Next Meeting

**Next Meeting:** Wednesday, October 19, at 3:00

**Appendix A: Milestones and Deadlines**

Team Formation	Week of September 12
Project Approval	Week of September 19
Problem Statement	September 23
Development Plan	September 30
Requirements Document Revision 0	October 7
Proof of Concept Demonstration	Week of October 17
Test Plan Revision 0	October 28
Design Document Revision 0	November 11
Revision 0 Demonstration	Week of November 14
Lab Exercises	Throughout Term
Final Demonstration (Revision 1)	Week of November 28
Peer Evaluation of Other Team	Week of November 28
Final Documentation (Revision 1)	December 8

## **Appendix B: Summary of Final Decisions**