Weekly Meeting 3 Agenda

Date: Febuary 14th, 2018

Time: 4:00pm

Location: Engineering Building - Rm 102

Facilitator: Nick Reader

Minute-taker: Jasmine Mitchell

**Discuss:** A group conversation on the stated subject

**Action:** A specific measure agreed upon by the group that is recorded by the minute-taker

**Proposal:** A specific measure the facilitator or a group member has in mind, put in agenda to inform everyone ahead of time of that measure to allow adequate time for thinking.

When the meeting reaches an hour and there are still items left on the agenda, those items will be postponed until the next meeting. A group vote may be taken to extend the meeting by X minutes, which must be unanimous.

1. Roll Call

4:06 - Jasmine, Nick, Maria, and Jasque. Matt is absent.

1. Reading of the agenda

4:07 - Nothing added or removed from schedule

1. Proposed changes to the agenda

4:07 - Nothing added or removed from schedule

1. **Discuss:** Previous Meeting Recap
   1. This item will allow us to go over what was covered in last week’s meeting and to provide a chunk of time for members to discuss the group dynamic and any potential problems.

4:08 - Everything went well with D1 and discussion regarding removed points. Emailed professor for more information about points.

1. **Discuss:** Group Name
   1. Find out if anyone has thought of a new name for the group
      1. Hodge Nodge vs Nosh- Let's take a vote

4:10 - Majority ruled: Keep name the same, “Nosh”

1. **Discuss:** Team Project - D.2 (Due next Friday)
   1. **Action:** Problem Statement

4:14 - Discussion: Time spent on cooking. Jasque will take care of part 1 by Sunday.

* 1. **Action:** Product Position Statement

4:48 - each will come up with these.

* 1. **Action:** Value proposition

4:48 - each will come up with these.

* 1. **Action:** Stakeholders

4:16 - Discussion: Our audience - the average website user. Contributers (possibly submit recipes) and Mods. Competitors.

* 1. **Action:** Functional Requirements

4:30 - Discussion: Working website that people can access online

Being able to pull up recipes

Specify limitations (time, ingredients) to search

Tools

* 1. **Action:** Non-functional requirements

4:21 - Discussion: Usability over Speed, speed is important, pretty would be preferable (hand-in-hand with usability). Ideally, there will be a balance of the two.

User accounts. If holding data, security will be important.

* 1. **Action:** MVP

4:32 - MVP is a website that shows recipes given basic search options

* 1. **Action:** Use case diagram

4:47 - I (Jasmine) will work on use case diagram. Need done by February 21.

* 1. **Action:** Use case description

4:33 - We will all follow given format and discuss next meeting

* 1. **Action:** User stories

4:40 - We will each create two.

* 1. **Action:** Trello

4:43 - We will put these on trello and link it in our document. Jasque will create a Trello board that we can access.

* 1. **Action:** Group participation

1. **Action**: GitHub Progress

4:50 - We have a guide sent by Jasque.

1. **Discuss**: Web Framework Progress
   1. To figure out what we are familiar with, what languages comfortable with, etc

4:55 - Nick is familiar with Dajengo.

1. **Action**: Next meeting Facilitator

4:56 - Maria will be facilitator

1. **Action**: Next meeting Minute-taker

4:56 - Jasque will be minute-taker

1. **Action:** Discuss next week’s meeting

4:58 - 1 use case and 2 user stories before next meeting. We will go from there

1. **Discuss:** How is the group functioning? Any questions from any previous items? Any potential problems?

4:58 - We will send confirmation for room reservation

1. Closing Remarks

4:58 - None

1. Meeting Adjourned