

CS 481 SPR23 Weekly Meeting Minutes - Envorso Group

Date: April 5, 2023

Participants: Szilárd Vajda, Jaden Martinez, Songhui Cao, Grant Bennet, Nicholas Cutlip, Nima nuru Lama Sherpa, John Rurmill, Matt Holford, Austin Laverdure.

- Client Questions: we discussed how we should frame our questions to the clients.
 - Any question is okay to ask, as long as we haven't already asked it of them.
 - We should ask for a description of a specific use case of the software.
 - Direct more technical questions to Parker.
 - Don't just ask questions, but also continually check our understanding of the project with the client - this will ensure that they aren't envisioning a different project than we are.
- What languages would you (Dr. Vajda) prefer for us to use for this project?
 - It is up to use which languages we will use in the project
 - That being said, Python and Javascript are two likely choices.
- Are we heading in the right direction with what we have done so far? What do you think the best way would be to break down the group tasks efficiently?
 - We should all continue to think about the project and start practicing the technologies that we will use. We should gather the requirements as quickly as we can.
 - We should also discuss what each team member's strengths are, and decide on task breakdown with these strengths in mind.
- We would like to discuss Vajda's experience, insight, and analysis on the project. Also, any advice he can give us on how to structure the project planning process.
 - COMMUNICATION: it is crucial that we, as a team, maintain good communication throughout the quarter. This includes sharing all our work with each other, as well as listening to others ideas.
 - It is important that we all have a common development framework in place, to make sure all the modules of our project will still work once combined.
- Common pitfalls / issues experienced by students in this project. We would like to prepare for and avoid them, if possible.
 - Don't wait to start working. Even though we are still gathering requirements, we can start working on simple code that we can then build off of later. For example, we can start developing UI elements and usage of the Bard API.
 - Make sure that we are on the same page as each other, and as the client, with our understanding of the project.
- Advice concerning documentation: SRS, what other design documents / reports are recommended for this project?
 - Code documentation and a User Manual should be maintained and updated throughout the development cycle.

- We will each be writing an individual SRS for the project. We will then work as a group to combine these into a single SRS. We will also be writing detailed assessments of each of our group members to be turned in.
- Even for the shared assignments, each group member should submit a copy of the assignment
- Presentation advice:
 - Each of us needs to present for an equal amount of time, so it is important that we practice the presentation together beforehand. We should also all identify which parts of the project we are responsible for.
 - For midterm: Introduce project, qualify requirements, describe the tools we used, present the high-level design of the project.
 - For final: COde demo, emphasis on testing of the project.
 - Grade is related to both content of slides and quality of presentation.