

## CS 481 SPR23 Weekly Meeting Minutes - Envorso Group

**Date:** April 12, 2023

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

- STARTING NEXT WEEK, we should do a Weekly Minute Review: Review minutes from last week's meeting and accept or reject them. Also make sure all minutes and agendas are uploaded to GitHub repository.
- Weekly Check-Ins:
  - Nick - working on ChatGPT API, GitHub / Jira data import prototypes
  - Jaden - planning requirements and client questions
  - Nima - sharing resources and working on React
  - Grant - planning requirements and SRS
  - Hui - planning requirements and SRS
  - John - planning requirements and SRS
  - Matt - planning requirements, UI prototype
- Input from Dr. Vajda:
  - We need to be *firm* and *realistic* with the client about what we can and can't complete for them in one quarter. This includes the overall scope of the project, as well as the inclusion of specific technologies like Grafira that may or may not be helpful for our development process.
  - Along with this, then, we need to research and understand the different technologies we have available to us. This will empower us to choose the best technologies for our project.
  - We still need to be proactive in communicating with the clients and asking them questions a reasonable amount of time before we meet with them.
  - Although we are still in the process of eliciting requirements, we have some requirements down. This enables us to start working on small pieces of code that we can then use as building blocks for the project.
  - An SRS document's structure is unique to each project, so we just need to include those aspects of the SRS that are necessary and relevant to our project.