

### **Meeting 9/20/24**

For our first meeting, we struggled to find times when we're all free. We decided to meet on Friday, 10am at the Anschutz. I first zoom called Roop to talk about the project before we meetup with everyone Friday because some people couldn't make it. From this zoom call, Roop went into detail about the project guidelines and the overview of the group project. He took the class last year so we had someone who was already familiar with the structure of the class. On Friday, I meetup with Zack, Raymond, and Nick to discuss project-plan-01. We had a good 45 minute discussion, diving into the project plan document and looking over other important artifacts that would be necessary for the later stages. We got a little bit of work done in the meeting, just going over the very basics and setting up another time to meet the week after at the same time. Discussion flowed smoothly and we we're able to get a deeper understanding of the task at hand, especially with the information Roop shared on the zoom call a few days before our first meeting.

### **Meeting 9/27/24**

This was our second meeting, unfortunately Roop is busy on our Friday meeting days so arrangements to figure out a better meeting time or distinguishing when its important to meet in person were made. At the meeting was Zach, Raymond, Brady, and Nick. We dived further into the project this time as we all discussed everyone's role along with what needs to be done and when. More progress was made during this meeting, completing the document guidelines and setting up requirements, scope and constraints to our project. We agreed on a timeline of how long each task will take and covered further areas of unknown such as our projects vocabulary that was important to understand and how everything fits in together. Explanations of each members role we're discussed to clarify what each person's main task was when we weren't collaborating to complete each step as a team.

### **Meeting 10/04/24**

Today we met up to continue discussion about our project overview along with how each document should be planned and organized. Communication between team members has started to improve as we've been able to become more familiar with our group and have gaps of time outside of class to quickly chat with a team member about the requirements for the week. Project plan 1 has been completely evaluated and finished. Expectations for grading and general format will be discussed further once we get our first grade back. I think for our first project exercise, although confusing to understand at first, started to become easier to achieve/complete with a well thought out response. For example, at first every question felt very similar, and it was difficult to write about different topics when every prompt either felt repeated or extremely deep.

### **Meeting 10/07/24**

This week, we decided to meet on a Monday to give other members a chance to show up and see everyone, unfortunately this day and time didn't work well for our group. We unpacked the project plan two, carefully distinguishing roles and parts of the document to each member. We were able to get a good start in that meeting, eventually spending a few more days error checking along with inserting additional information to improve the structure of our documents. I feel the presentation of our document is now very informative and detailed whether its about the calculator requirements itself or other non-functional requirements. The time we spend in person really helps members stay on task and ensure everyone is contributing to a portion of the project, even if they aren't available for the meeting.

