# **MEETING AGENDA**

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| **Meeting/Project Name:** | **Brew Day** | | |
| **Date of Meeting:** (MM/DD/YYYY) | 10/03/2017 which was supposed to be on 09/22/2017 | **Time:** | 07:00 AM - 08:00 AM |
| **Meeting Facilitator:** | Team and Sponsor | **Location:** | HAYDEN LIBRARY |

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| **1. Meeting Objective** |
| 1. To elicitate the functional requirements of the project. 2. To gain the sponsor’s perspective on the project details. 3. To decide SE process and development platform to work on. |

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| **2. Attendees** | | |
| **Name** | **Department/Division** | **E-mail** |
| Abhishek Nagaraj | Software Engineering | anagar19@asu.edu |
| Akshay Jain | Software Engineering | ajain122@asu.edu |
| Hari Iyer | Software Engineering | hniyer@asu.edu |
| Rundong Zhu | Software Engineering | rzhu16@asu.edu |
| Sneha Vidhyashekar | Software Engineering | svidhyas@asu.edu |
| Varuni Hullur Shama Rao | Software Engineering | vshamara@asu.edu |

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| 3**. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)** | |
| **Description** | **Prepared by** |
| 1. Questionnaire | Team |
| 2. Individual research on brewing apps/web available | Individuals |
| 3. Deciding on communication platform | Team |
| 4. Discussed all convenient development platforms | Team |

# **MEETING MINUTES**

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| **Meeting/Project Name:** | | | BREW DAY | | | | | | | |
| **Date of Meeting:** (MM/DD/YYYY) | | | 10/3/2017 | | | | **Time:** | | | 07:00 AM - 08:00 AM |
| **Minutes Prepared By:** | | | All Team Members | | | | **Location:** | | | HAYDEN LIBRARY |
| 4**. Agenda and Notes, Decisions, Issues** | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Description** |
| **Introduction** | | | | | | | | | | Hari introduced the team to the sponsor. |
| **Basic functional requirements** | | | | | | | | | | Sponsor described the requirements of the project:   a) app should work for all-grain recipes b) must have relative measurements of the ingredients c) use knapsack problem to implement the feature “What should I brew TODAY?” d) app should be open source. |
| **SE Process** | | | | | | | | | | Sponsor suggested Agile or Behavior-driven development; left the decision of choosing any SE process to the team. |
| **Development Platform** | | | | | | | | | | Sponsor suggested various web development technology stack and is fine with any technology stack team prefers to work on. |
| 5**. Action Items** | | | | | | | | | | |
| **Action(Deliverables by next meeting)** | | | | | | | | | | **Due Date** |
| Study of three applications related to the project | | | | | | | | | | 10/20/2017 |
| Overview of the database design of the project | | | | | | | | | | 10/20/2017 |
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| 6**. Next Meeting (if applicable)** | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 10/20/2017 | | | **Time:** | 09:00 am | | | **Location:** | TECH CENTER, ASU POLY |
| **Objective:** | 1. Overview of the database design. 2. To discuss challenges faced and set work for the next meeting. | | | | | | | | | |