Suhn:

The notes look pretty good.

For the action items, need to assign a name to the action item, e.g. capstone showcase date. If no one has been assigned, assign it to me or Diana. For the capstone, it would be Diana

(will you be using a spreadsheet / table for the action items?)

Dan.

Weekly Meeting 2

Friday, 15.01.2016

—

Attendees

Dan Eng
Rob Robson
Diana Alexander
Prannoy Tank
Zeng Zhipeng
Wei
Suhn Kim

Agenda

Times and dates for an interview

Interview regarding your role on the project

Individual learning outcomes

Each team member to provide

Teaching outcomes

1. Professionalism

2. Executive function vs cognitive function

3. Response time for emails

4. Lateness

5. Proactive communication

6. Timesheets

Notes

- Timesheet will track what each team member has done managed by Diana

- Prannoy is going to perform as a business analyst as well as a team leader

- Rob created git repository

  ssh://(N-number)@wally.humber.ca/home/git/storybook2

- Time for interview with Dan has set

  - Wei - 1:30pm on Monday

  - Zhipeng - 2:30pm Monday

  - Prannoy - 1:00pm on Friday

  - Diana - 1:30pm on Friday

- Learning outcomes

  - Wei - working in a team environment, gaining experiences in developing complex software, using design patterns

  - Zhipeng - gaining experiences in UI design in a higher level, front-end developing

  - Prannoy - working in a team environment, learning design pattern, thinking critical

  - Diana - managing project management, break-down structures

- Filming our work

  Recording(videotaping) our work, developing cycle for future students who might participate in capstone project. Dan will have a meeting with film students and update with further details

- Teaching outcomes
  - cognitive function vs executive function

    Cognitive function is something you learn clearly and easily,

    whereas executive function is something you learn through experience over time and it will impact your success

    e.g. doing the right things, organizing yourself

    We will be focusing on the executive function
  - For the purpose;
    - be responsive to emails in a timely matter!
    - Dan will measure our punctuality
    - inform project manager of possible delays in advance
    - every week we will use a timesheet to track what work has been finished
- Meeting for UI design (Rob, Dan, Zhipeng, Suhn)

  Friday 12:30pm at front area of the office - this may change

  (Rob would like to know if George has anyone willing to contribute)

Action Items

1. Finish interview with Dan
2. Send Rob student number so that Wally accounts can be set
3. Set up Git environment (Prannoy, Suhn)
4. Prepare timesheets, project management tool (Diana)
5. Capstone show-case: check the schedule
6. Have a look at UI interface (HTML5)

Next Meeting Agenda Items

1. Technology plat-form

    - desktop base or web-based?

    - web-service vs web-application

    - using HTML5 for its richer user-interface components?

2. Discuss UI

- modality vs non-modality

- allowing multiple windows

3. Languages to use

- what will provide richer user interface components?

4. Begin designing the software architecture (including database structure)