# ***Team Name The Donors Choice***



# ***Meeting Minutes***

February 01, 2014

1. **Call to order**

Team meeting of the MET CS 473 C1 Software Engineering at 9:00 PM on February 01, 2014

1. **Roll call**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Team 1** | **Status** | **Team 2** | **Status** | **Team 3** | **Status** |
| Shuran Hang | x | Chris Theberge  Comfortable with ripping off existing UI designs+1 :P, API | X | Lauren Smith  MSSQL, MySQL, JInterested in UI (but not much experience) | x |
| Evan Panahi  Anything except UI design | X | Keith Hale  basic java  basic mysql  basic javascript, php, html, jquery | X | Braeden Sanford  Webservices (restful),  Database | x |
| Julia Cheong | x | Charyn Eagan  Management type tasks  UI Design  Basic Java | x | Wail Alghanmi  java backend | x |
| Swapnil Shinde  (Need Github Username)  swapnilsh73  -UI  -MySQL | x | Karen Palmer  interested in UI, strong-ish backend Java  **(Team 2 Lead)** | x | Dan Cusher  no specific strengths, willing to do whatever, solid on Java, basic handle on HTML, CSS, 9 Javascript, mysql | X |
| Rishee Basdeo  -Data modeling  -UI  -API | ab | Dan Anderson: Front End, Back End, Database | x | **Jackie Aldama (Team 3 Lead)** | x |
| Mike Demers  MySQL; HTML/CSS etc |  | Justin Therrien  front end | x | Nik Yusof  Java | x |
|  |  |  |  | Anil Dhingra  (Javascript, HTML, CSS, SQL, Database design, Object modelling, web services | x |

1. **Closed Tasks**
2. Source Control - git/hub

* Setup tutorial - Chris
  + <https://docs.google.com/a/bu.edu/document/d/1QtjwpoawpDUWCfqMnQ3nh_Mq9GatQAwqupsgT_S2kPg/edit#>
* Survey for team logo

**Open issues/Tasks**

* Draft email to the professor is posted, please review and provide bullets for Julia to send out:

· My Drive -> MET\_CS473\_C1\_Software\_Eng\_Project -> Common Files -> Meeting Minutes & Agenda

o File Name: **20140129\_Draft\_Email\_to\_professor**

1. Conference Recording:
   * If you missed the call or would like listen to the Free Conference Play Back will be available:

* Playback Number: (**530) 881-1099**
* Access Code: **127111#**

1. Team Logo:



1. Task Issues:
   * On Blackboard within the **CS673 Project.pdf** file the professor identified the Initial Planning Phase (Week 1-3) Submission as:
   * **Proposal, SPMP, SQAP, presentation**.
   * However on Wed the professor posted on black board our submission requirements as:
   * **Sprint 1 + SCMP + SQAP, presentation**
2. Review:
   * **SCMP + SQAP, SPMP**
   * **Sprint 1 will be based on Requirements (in class discussion)**
3. Open Source Software:
   * discuss the Open Source License which we will be placing the software under tonight. (MIT)

**Team 1:** My Drive -> MET\_CS473\_C1\_Software\_Eng\_Project -> Draft Project1 Files

o Due 2/1/14 Create Schedule - Team 1

o Due 2/1/14 Quality Metrics & Techniques - Team 1

**Team 2:** My Drive -> MET\_CS473\_C1\_Software\_Eng\_Project -> Draft Project1 Files

o Due 2/1/14 Identify Risks - Team 2

o Due 2/1/14 Risk Retirement Plan - Team 2

**Team 3:** My Drive -> MET\_CS473\_C1\_Software\_Eng\_Project -> Draft Project1 Files

o Due 2/1/14 Draft SPMP - Need to research what this is all about - Team 3

o Due 2/1/14 Draft SQAP - Team 3

**Older notes from Professor Czik’s Project pdf posting:**

1. Initial Planning Phase (Week 1-3)From Software Engineering Project Assignments posted by Ronald E Czik [rec@bu.edu](mailto:rec@bu.edu)

1. Form teams, designate team leaders, other leader roles and responsibilities for each role. Designate a backup for each leader if possible. Set up communication plan.

* Complete - Form Teams
* Need volunteers for team leaders
  + Designate leader backups
* Roles & Responsibilities
* Software Configuration Management Plan - Karen/Charyn to post template

2. Brainstorm the requirements of the project with the customer. Define the project title and a project vision, including purpose of the application, major functionalities and requirements etc. Research related work, describe the challenges, explore feasibility and learn tools. Draft project proposal.

* Brainstorm the requirements
* Define the project title/Vision
* Research related work (Review other websites for related works)
  + Keith, Rishee, and Charyn to research other websites
* Draft Project Proposal

3. Set up development environment. We will use Java and Eclipse as the IDE. You can either use SVN or /GIT as version control tool. You can use Google code (code.google.com/hosting/) or github (https://github.com) to host your project. All documents and code should be configuration items and stored in your version control system.

* Setup Development Enviornment
  + Development Environment should not matter, each team will be submitting the .java files into source control
* Version Control recommendations - Chris (Tutorials, Links, Github Organization)

4. Identify risks and risk retirement plan. Estimate the time, make initial coarse granularity schedule of iterations. Define quality metrics and the techniques to assure quality.

SPMP and SQAP.

* Identify Risks - Team 2
* Risk Retirement Plan - Team 2
* Create Schedule - Team 1
* Quality Metrics & Techniques - Team 1
* Draft SPMP - Need to research what this is all about - Team 3
* Draft SQAP - Team 3
* Draft Proposal - Charyn to create template

5. Reference: please read book Section 3.3 (P55-59) for team guidance on initial team meeting, communication plan, and test communication plan. Also read hints on team exercises on P61. Please read book Section 7.7 (P162-165) for team guidance on team organization, meeting. Please read book Section 5.9

(P103-117) for the case study of Encounter SQAP. Please read book Section 8.7 (P208-210) for the team guidance on steps to a project management plan, and Section 8.4 (P187-196) for the case study of Encounter SPMP.

* Project management plan

6. Submission: Proposal, SPMP, SQAP, presentation.

* Final Proposal
* Final SPMP
* Final SQAP